

PIEDMONT REGIONAL LIBRARY SYSTEM

POSITION TITLE: Community Engagement & Administrative Coordinator

HOURS & SCHEDULE: 40 hours per week, Monday-Friday, occasional evening and weekend hours

JOB SUMMARY: The Community Engagement & Administrative Coordinator develops and maintains community partnerships across the region. Examples of community partnership organizations include nonprofit agencies, cultural institutions, schools, and other organizations. This person coordinates book deposit collections and deliveries. This person also performs various administrative duties such as clerical duties, financial records processing, and data entry for regional office staff.

REPRESENTATIVE DUTIES AND RESPONSIBILITIES - Community Engagement:

- Partners with other library staff to develop, manage, and maintain various community partnerships such as Chambers of Commerce, the Barrow Literacy Partnership, Family Connection and the school systems to increase awareness and use of library services
- Creates, prints and distributes various marketing elements (flyers, press releases, surveys, etc.) to increase awareness and use of library services
- Stays current with marketing trends and shares ideas and techniques with library staff
- Partners with the Outreach Librarian and other library staff to represent the library at community events to increase awareness and use of library services
- Coordinates and maintains Book Deposit collections and deliveries, and develop relationships with Book Deposit staff
- Assists the Outreach Librarian in the selection and purchase of materials for Book Deposits
- Works with the Library Director, Assistant Director, the Outreach Librarian, and other library staff to facilitate public awareness campaigns with consistent branding and messaging for partners and patrons

REPRESENTATIVE DUTIES AND RESPONSIBILITIES – Administration:

- Coordinates and maintains monthly, quarterly, and annual financial and tax records
- Maintains Board of Trustee records including meeting minutes, term dates, etc.
- Orders and distributes regional supplies and marketing materials.
- Maintains regional office equipment.
- Coordinates invoice processing, credit card reconciliation, and payment of bills.
- Organizes personnel and staff development files of all PRLS employees, and assists in onboarding.
- Inputs and reports data such as statistics, audit reports, and survey results.
- Answers the regional office main phone line and distributes voice mail.
- Processes incoming/outgoing mail

QUALIFICATIONS:

- Four-year college degree preferred. Other combinations of education and experience may be considered.
- Strong commitment to the mission of public libraries.
- Strong written, verbal, and interpersonal communication, including strong public speaking skills
- Strong organization, planning, and project management skills
- Ability to learn and work on multiple media and electronic platforms.
- Proficient in Microsoft Office and Google Suite software
- Excellent office skills (typing, photocopying, filing, scheduling, etc.)
- Ability to maintain confidentiality as needed
- Current Georgia Driver's license and good driving record
- Ability to perform physical tasks, lift up to fifty pounds, push loaded book carts, and dexterity to stoop, bend, kneel and reach overhead

TRAINING, SUPERVISION, AND EVALUATION:

The Community Engagement & Office Administration Coordinator is trained, supervised, and evaluated by the Assistant Director, with input from the Director as needed.