**Adult Services Coordinator (Library Technician I)**

**Town of Springfield, Vermont**

Department: Library Grade 15

\* FLSA Status: Non-exempt Part-time [ X ]

Reports To: Library Director

**OBJECTIVE/PURPOSE:**

Under the general direction of the Library Director, plans, develops and carries out library services to adults and the community. With the Director, prepares goals and objectives for services, budgets and grants requests to achieve the goals. Performs paraprofessional and professional duties requiring initiative and substantive knowledge in all areas of library service. Exercises considerable judgement in performing duties for which clear guidelines do not exist. Regular use of computers and other library technology is an essential element of this position. The Adult Services Coordinator works some evenings during the week and one or more Saturdays every month.

**DUTIES AND RESPONSIBILITIES:**

* Plans, organizes and presents programs, introducing speakers and moderating discussions
* Provides reference, reader guidance and library instruction, including computers and electronic resources, for individuals and groups
* Keeps the staff and public aware of Adult Library Services and the needs they meet.
* Acts as liaison with community organizations serving adults.
* Serves as liaison with the Vermont Center for the Book, Vermont Humanities Council and other organizations to apply for grants, arrange for performers, speakers and discussion leaders, evaluate their performance, maintain statistics and complete required paperwork
* Writes press releases, publicizes programs and creates Library displays
* Acquires, distributes, collects and returns materials used in programs
* Works at the public service desk, including regular desk functions such as registration, charging, interlibrary loan; reader’s advisory; and help with library technology
* Assists the Library Director in planning and developing Outreach Services
* Oversees Book Delivery Service, including developing clientele, recruiting and supervising volunteers, publicizing outreach services and working with other community organizations
* Performs other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of Client Group -

* Assesses the diverse needs, preferences, and resources of the community on a regular and systematic basis.
* Identifies patrons with special needs as a basis for designing and implementing services following the American with Disabilities Act, (ADA), and State and Local regulations.
* Demonstrates an understanding of and respect for diversity in cultural and ethnic values.
* Understands and responds to the needs of adults who use the Library
* Cultivates an environment for enjoyable and convenient access to and use of library resources.
* Maintains regular communication with other agencies and organizations serving adults
* General knowledge of literature, history and the arts, to organize, publicize and present programs in these areas
* Provides accurate and effective Reference & Information Services to the public
* Provides courteous, prompt and effective library service at all times
* Works effectively with supervisors, other employees, elected/appointed officials and the public
* Reasonable knowledge and aptitude, speed and accuracy in using computers, software and other technology, and ability to be trained in effective use of new technology and software
* Ability and physical capacity to work at the Public Service Desk for extended periods
* Attention to accuracy and detail
* Ability to maintain confidentiality of library patrons and records
* Ability to become proficient in the skills required for the job within the probationary term after hiring

VIII. Professionalism and Professional Development –

* Knows and works in accordance with the American Library Association’s Code of Ethics, the Library Bill of Rights, the Springfield Town Library Policy Manual, the Town’s Personnel Regulations and the Library contract.
* Understands the statutory requirement and importance of library confidentiality of Library patrons and records
* Participates in local, state, and national professional organizations to strengthen skills, interact with fellow professionals, and contribute to the library profession

**EDUCATION AND EXPERIENCE:**

* Associates Degree; OR Certificate of Public Librarianship from the Vermont Department of Libraries; OR any combination of experience and/or education which demonstrates a substantial working knowledge of library operations and resources

**TOOLS/TECHNOLOGY:**

* Possesses up-to-date computer and technology skills necessary for effective communications and presentations.
* Acquires familiarity with emerging technological trends and tools.

**PHYSICAL AND MENTAL DEMANDS:**

* Able to change focus 5-10 times throughout the day to address changing priorities.
* Able to handle stressful conditions like competing priorities, multiple constituents, working with the public and tight deadlines.

**WORK ENVIRONMENT/CONDITIONS:**

* Duties are primarily inside; outreach and training may require travel in Vermont.

**DISCLAIMERS;**

* The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
* This job description is neither an employment contract nor a promise of work for any specific length of time.

**EQUAL EMPLOYMENT OPPORTUNITY:**

The Town of Springfield is an Equal Employment Opportunity employer.

**SIGNATURES:**

**Employee Acknowledgement**

I have received and understand the requirements, essential functions, and the duties of this position.

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Employee Signature Date

**Approvals**

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Supervisor Signature Date

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Personnel Director Date

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Town Manager Signature Date