

## CLASSIFICATION TITLE: COORDINATOR OF LIBRARY SERVICES

### GENERAL DESCRIPTION OF DUTIES

Under general direction, the purpose of this position is to coordinate the daily activities of a Library or major function thereof. Employees in this classification provide professional library services to community users, students, faculty, and staff involving library operations and library resource development and access. Classification is responsible for assisting in the development, management and implementation of library policies and programs, budgets and assisting in the selection, training and evaluation of staff, providing circulation and reference services, developing/teaching bibliographic instruction and information literacy, assisting researchers in the use of print/electronic resources including online search services, CD-ROMs and networked information resources. Performs related work as directed.

### SPECIFIC DUTIES AND RESPONSIBILITIES EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position. Coordinates the daily activities of a Library or major function thereof, including the implementation and management of administrative functions within the Library. Assists in the development and management of departmental budget(s), maintains records and prepares management reports.

- Coordinates the development, delivery and assessment of instructional programs related to library services.
- Provides leadership and direction to library staff by assessing work flow issues, reviewing work for quality and accuracy, including training and daily supervision to ensure program integrity. Participates in the selection of new staff. Conducts performance evaluations for support staff and assists in the preparation of performance evaluations for professional staff.
- Develops and implements policies and procedures for the delivery of library services, ensures all policies are current, prepares and updates library publications including consumer information, instructional materials and training manuals.
- Serves as administrative lead for library computer systems including maintaining comprehensive user manuals and data bases.
- Develops work and library service schedules.
- Establishes and maintains vendor relationships.
- Evaluates bids, contract proposals, equipment, hardware and software systems and prepares purchase/lease recommendations.
- Monitors and maintains contract/purchase agreements including community user agreements.
- Participates in strategic and long-range planning activities.
- Provides reference services (i.e., answers reference questions and locates requested information, trains/assists patrons in locating/using print/electronic sources, performs on-line and internet searches as requested, assists with search strategies.
- Assists with the management of the Library's collection, including acquisition processes.
- Coordinates technical services and cataloging and circulation services programs.
- Interacts with various agencies, individuals or organizations (i.e.-attends meetings/events, serves on various committees and makes presentations as appropriate, collaborates with faculty on development of collection and development of class assignments using library materials; communicates with other departments, faculty members, students, community groups, the public vendors, other libraries, outside agencies and other individuals to coordinate activities, review status of work, exchange information or resolve problems,; provides customer service; responds to complaints, researches problems and initiates problem resolution.
- Maintains professional knowledge in applicable areas (i.e.- maintains a working knowledge of assigned area; maintains current knowledge of applicable state, federal, and local laws/regulations; researches new trends and advances in the profession; reads professional literature; attends meetings, workshops, and training sessions).

### MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Performs miscellaneous tasks related to library operations (i.e.- answers telephones and records messages; schedules appointments; enters data into computer system; sorts mail; makes copies of documentation; replaces toner

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cartridges and troubleshoots paper jams in office machinery; files documentation; transmits documentation via facsimile machine; orders office supplies).

### MINIMUM TRAINING AND EXPERIENCE

Master's degree in Library Science, or closely related field; with five (5) years experience and/or training involving library operations, reference service, bibliographic instruction, circulation service, copy cataloging and library information systems; or an equivalent combination of education, training, and experience.

### SPECIAL REQUIREMENTS

Positions may require specialized training and/or experience related to a specific library function.

### PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to inform and guide others by applying principles of professional counseling in addressing specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

### ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The Massachusetts Board Of Higher Education - Massachusetts Community College is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The Massachusetts Board Of Higher Education - Massachusetts Community College will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.