

## **POSITION DESCRIPTION**

Title: Part Time Library Services Coordinator  
Department: General Services  
Job Analysis: October 2024

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### **Relationships**

Reports To: General Services Manager  
Subordinate Staff: None  
Internal Contacts: County Administrator, Library Courier, Department Heads and their staff  
External Contacts: Vendors, General Public, Public Library Directors  
Status: Classified/Part Time (312)

### **Job Summary**

The Library Coordinator will assist public libraries with various technology systems, including eBooks, catalogues, borrowing systems, and other software related to library functions. This role also involves managing a hotspot lending program, coordinating library courier services among Baldwin County partner libraries, and supporting administrative, financial, and collection development processes to ensure compliance with Baldwin County library partnership agreements. The coordinator will assist with outreach program coordination as needed.

### **Job Domain**

1. Provide training and support to library staff on the use of technology systems and software when requested.
2. Monitor and troubleshoot technical issues related to library systems and coordinate with IT support as needed.
3. Assist with development and implement best practices for digital resource management and access.
4. Collaborate with library staff to enhance user experience with digital and physical collections.
5. Conduct regular assessments of library technology needs and recommend upgrades or improvements based on recommendations of partner libraries.

6. Maintain accurate records and documentation related to library technology and services.
7. Manage and support library technology systems, including eBooks, catalogues, borrowing systems, and related software.
8. Facilitate the management and operation of a hotspot lending program.
9. Facilitate communication and coordination of library courier services between Baldwin County partner libraries.
10. Assist libraries with administrative, financial, and collection development processes to ensure adherence to Baldwin County library partnership agreements.
11. Coordinate and support outreach programs as needed.

### **Knowledge, Skills and Abilities**

1. Familiarity with eBook management systems and library cataloguing software.
2. Experience in managing lending programs and coordinating courier services.
3. Ability to communicate effectively with coworkers and vendors.
4. Math skills to perform basic mathematical operations.
5. Skills to neatly and clearly complete records, reports, letters. etc.
6. Reading skills to understand various documents.
7. Ability to set up and maintain an effective and efficient filing system.
8. Knowledge of general office procedures.
9. Ability to prepare effective correspondence on routine matters and to perform routine office management.
10. Strong time management and organizational skills.

### **Other Characteristics**

1. Willing to travel to attend training or to other County Functions required by supervisor.

### **Minimum Requirements**

1. Bachelor's degree in library science or related field
2. Four (4) years Library experience preferred.
3. Experience with computerized library cataloging and management systems.