

Job Description

Job Title: Coordinating Librarian

Job Code: 907021

Job Family: Library

Pay Grade: JC.17.17

FLSA: Exempt

EEO: Professionals

Department/Agency: Library

Position Number(s): Multiple

Recommended Position Title(s): Coordinating Librarian

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Essential Duties:

- Leads the library's efforts in a specialized program within youth services; serves on library committees to represent the needs and ideas of the program; trains staff and patrons on the program; develops and maintains library services and programs system-wide; participates in long range planning; provides input on selection of materials and resources.
- Instructs the library youth services staff on the implementation of the program; guides staff on planning, obtaining resources, and executing the program; assists staff in preparing displays; informs library staff and patrons of services and programs; processes paperwork for planning programs and reporting statistics; develops and oversees budget and encumbrances for the year.
- Represents this library initiative in the local community by developing and maintaining community connections; attends state and national conferences; participates on committees in a facilitory capacity; conducts presentations at local, state, and national events; publishes articles; maintains communication with other professionals in the field; develops partnerships with community organizations with similar or related missions.
- Provides outreach services and programs to a designated population with an emphasis on at-risk populations; identifies opportunities for new partnerships and outreach locations; works with community partners to identify populations and organizations that can benefit from the services; works with the community relations staff to develop the most effective methods to reach specific populations.

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- Serves patrons; works hours at public service desks answering questions and training patrons on the use of library resources; provides reference and readers' advisory while staffing the desk; assists users with the use of online catalog and locating library materials; refers patrons to the appropriate staff members or external organizations; assists in developing brochures and other library publications for patrons.

Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Master's degree in Library Science or related field of study; two (2) years of library experience serving a population within a specialized focus area; and a valid driver's license with an acceptable driving record.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

None

Education/Experience Substitutions:

Yes No Experience may be substituted for degree.

Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.