City of Bellingham
Classification Specification

CLASS TITLE	**Library Coordinator**
DEPARTMENT	**Library**
UNION:	**1937**
SG:	**107**
CS:	**N**
FLSA:	**Y**
EEO/SOC CODE:	**PP/25-4031**

NATURE OF WORK:

Coordinates and oversees the daily activities of an assigned work unit of the Library, providing daily direction, oversight and guidance to lower-classified staff. Performs customer service duties at public service desks and other clerical work for the Library.

DISTINGUISHING CHARACTERISTICS:

The Library Coordinator classification is distinguished from the Library Clerk 2 and Library Clerk 3 classifications by providing consistent daily oversight to a work group of lower-classified staff members, in addition to performing all of the duties of Library Clerk 2 and Library Clerk 3. The Library Coordinator classification is distinguished from the Library Specialist classifications because the focus of this classification is coordinating the work of circulation and public service groups and does not require significant technical knowledge and skills in a specialized area of library support work.

SUPERVISORY RELATIONSHIPS:

Reports to the Assistant Library Director and/or a Department Supervisor. Works with significant independence under general supervision and the guidance of Library policies and procedures to contribute to the overall goals of the Bellingham Public Library. Oversees the daily activities of lower-classified staff within the assigned area.

ESSENTIAL FUNCTIONS:

1. Oversees daily activities and performance of multiple employees in assigned area to ensure high-quality customer service: coordinates work schedules and monitors workflow to ensure that daily library activities are performed in an efficient and timely manner; provides direction, guidance and feedback to assigned staff members; establishes and maintains team-based environment; and, provides input for performance appraisals.
2. Interviews, recommends hire, trains and schedules all members of assigned area.
3. Provides input into development of policies and procedures. Works with supervisor to develop documentation and procedural guides for staff in the assigned area.
4. Implements, verifies and applies policies and procedures; resolves questions and conflicts.

5. Verifies timesheets and adjusts records as appropriate based on actual hours worked.
6. Schedules and conducts regular meetings of the work unit, working with supervisor regarding content.
7. Performs regular shifts on a public service desk.

ADDITIONAL WORK PERFORMED:

1. Networks with professional and para-professional staff from other libraries.
2. Performs clerical duties such as data entry, updating files, writing letters and preparing printed materials.
3. Represents assigned area on Library and City committees.
4. Attends meetings, as assigned.
5. Orders and maintains office supplies.
6. Performs duties of any lower Library support classification.
7. Performs other related duties of a similar nature and level.

KNOWLEDGE AND SKILLS:

Knowledge of:
- Library policies, procedures and practices, especially as applied to circulation.
- City policies, procedures and practices, especially as applied to employment matters.
- Relevant labor agreements.
- Business English, including grammar, punctuation, spelling and letter format..

Skills:
- Problem solving skills.
- Good oral and written communication skills.

Ability to:
- Write legibly.
- Compose letters and reports using standard business English.
- Plan, organize and direct the work of others.
- Follow written and oral instructions
- Work independently in setting priorities and devising work methods to complete assigned tasks.
- Interact with Library staff and public using courtesy, patience, tact and good judgment.
- Maintain and report statistical data using a custom report system.
- Accurately perform basic math functions, including addition, subtraction, multiplication, division and computation of percentages.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physically perform the essential functions, which includes:
- Standing for long periods of time performing public service duties;
- Visual acuity sufficient to read a computer screen or typewritten page;
- Reach shelves up to six feet high and at floor level;
- Lift and transport materials weighing up to 25 lbs., often in a confined space;
- Move loaded book carts weighing up to 200 lbs.

WORKING ENVIRONMENT:

Most work is performed indoors in a three-story, environmentally controlled building interacting with co-workers and the general public using common office equipment including a computer, telephone, copier, etc. An elevator is available to facilitate movement from floor to floor. There is frequent interaction with co-workers and the public.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma or equivalent required; associate degree in library science, library technology, or business, or related coursework preferred.
- Two years of experience in a clerical position in a public or academic library.
- Previous experience providing customer service to the public.
- Previous work experience in an automated library, using a computer.
- Lead or supervisory experience preferred.
- Keyboarding at 45 wpm.

NECESSARY SPECIAL REQUIREMENTS:

- Must pass local police and Washington State Adult/Child Abuse records check prior to hire.
- Must be willing to work various shifts including evenings and weekends.

PREPARED BY: A. Beatty
C. Perkins
8/10

REVIEWED BY: _____
Pam Kiesner, Library Director