

## LIBRARY PROGRAM COORDINATOR

**DISTINGUISHING FEATURES OF THE CLASS:** The Program Coordinator is responsible for planning and providing a robust program schedule consisting of creative, age-appropriate, entertaining, and educational activities and working to maximize program participation, promote reading, and increase the use of library resources. This position is supervised by the Library Director with an emphasis on children and teen services. Some supervision over teen volunteers may be assigned. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Create and oversee children and teen programs;  
Provides reference service, providing directional assistance to commonly used materials;  
Performs a triage function, funneling reference questions requiring interpretation.  
Cataloging, collection development, interlibrary loan, or indexing, applying library principles as directed;  
Creates public relations materials such as press releases or newsletters, exhibits, and displays.  
Prepares research and completes forms relative to grant proposals;  
Performs system operation, maintenance, and back-up for PC or online computer system;  
Conducts tours, book talks, multi-media programs, and program scheduling;  
Maintains and operates audio-visual equipment.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

**FULL PERFORMANCE, KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of layout, writing and public relations skills; working knowledge of basic computer systems procedures, e.g. start-up, desk-top publishing, PC set-up; ability to create and oversee children and teen programs; ability to recognize the titles and retrieve basic reference sources as requested by patrons; ability to do library research at a user level; ability to operate and maintain audio-visual equipment; ability to express ideas clearly and accurately both orally and in writing; ability to read and comprehend written material; ability to carry out assignments independently; good attention to detail and ability to follow procedures consistently; tact and courtesy in dealing with staff and public.

**MINIMUM QUALIFICATIONS:**

- A. Possession of an Associate's Degree in Education, Library Science, Public Administration, English, or Communications, or a closely related field OR
- B. Graduation from high school and 2 years of experience in a library setting or performing duties related to the oversight, coordination, and administration of programs. PO Res 2023