

CITY OF MARION
MARION CARNEGIE LIBRARY
Job Description

I. **TITLE:** Library Services Coordinator

II. **PAY CLASSIFICATION:** Non Exempt

III. **REPORTS TO:** Library Director

IV. **NATURE OF WORK:**

The position of Library Services Coordinator (LSC) is a non-union position for the City of Marion. The LSC shall be hired by the Director with permission of the Board and consent of the City Council. He or she shall receive compensation and benefits as the Mayor and the City Council shall fix, from time to time. The LSC will promote library services and activities to community groups. He or she shall participate in the preparation, submission, and management of grant proposals. The LSC shall work with local organizations and committees to establish ways in which the library can help them enhance their programs. The LSC shall be responsible for assisting in the development of library programs. The LSC helps to provide excellent services to library patrons according to library policy. She/he will train staff on library resources and will lead continuing education opportunities for all employees. She/he is responsible for library's website as well as social media sites. The LSC is also responsible for use of the library book bike for outreach events. The LSC reports to the Director of the Library.

V. **ESSENTIAL JOB FUNCTIONS:**

- Serve as the principle contact for community groups
- Schedule public outreach events and serve as contact person for such events
- Serve as the principle contact for local media outlets
- Assist the Director with writing and supervising the preparation of grants and state reports
- Serve as graphic designer to produce and disseminate public relations materials in various formats
- Compile library statistics
- Assist with the creation of library long-term plans
- Evaluate community demographics and make reports for marketing
- Maintain the library's social media accounts and website in accordance with Local Records Act (50 ILCS 205)
- Assist at the various circulation desks and operate the library's automated circulation system
- Oversee the technology lab and all programs and equipment therein with collaboration from the City of Marion IT Department
- Serve in a supervisory capacity as noted on the monthly work schedule

VI. TYPICAL DUTIES:

- Promote library services and programs within the library and community; sometimes including the use of the MCL, battery assisted book bike (three wheels)
- Assist with planning, organizing and implementing library or departmental events
- Work normal shift, which normally consists of eight hours per day, five days per week including some evenings and Saturdays
- Utilize WordPress, Canva, Microsoft Publisher, etc. as well as various social media platforms
- Use equipment during daily tasks which include:
Personal computer, peripherals and other digital devices
Photocopier
Fax machine
Multi-line telephone system
Microfilm reader/printer
Digital recording devices
- Assist with patron services on any floor where needed
- All other duties as assigned by the Library Director or the City

VII. QUALIFICATIONS:

- Bachelor's Degree in compatible area such as marketing, business, English, etc. preferred
- Must have excellent interpersonal communication skills
- Must have excellent organizational skills
- Must have excellent oral and written communication skills
- Must have analytical, problem solving and time management skills
- Must be proficient with computers, digital devices, digital communication and social media
- Must have a valid driver's license
- Must have ability to safely operate the library's battery assisted book bike (three wheels)
- Must submit to pre-employment requirements such as background investigation, drug/alcohol screening, residency requirements, and other city-mandated requirements with favorable results