

**Yakima Valley Libraries
Adult Services Coordinator
FLSA: Non-Exempt Professional**

Job Purpose and Summary

Adult Services Coordinator is responsible for planning, implementing, and evaluating a variety of high interest, cultural, and historical programs, services, and activities throughout the library district. Adult Services Coordinator builds and maintains strong and collaborative relationships with colleagues within the programming department and across YVL, serving as the adult services lead for staff across the district. Contributes to the development of the Library's strategic direction; develops, supports, and executes library program plans, which advance YVL's strategic goals.

Supervision Received and Exercised

Receives general supervision from Marketing and Programs Manager. May exercise functional, technical, and professional supervision and/or lead responsibilities over paraprofessional, technical, or volunteer staff.

Essential Duties and Responsibilities

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. In collaboration with supervisor and colleagues will launch new initiatives and develop annual district-wide programming plans that align with strategic priorities.
2. Responsible for monitoring assigned funds and may support some of the following activities: ordering supplies, securing vendors and performers, marketing content, statistic gathering & reporting, events calendar, grant projects etc.
3. Both independently, and in collaboration with professional and paraprofessional staff, will be responsible for developing various services, resources, kits, reports, and activities for the district.
4. Works closely with the Marketing and Programming Department, Regional Library Managers and Community Library Supervisors, to identify service needs in the community, and develop, promote, and implement library services and events to meet those needs.
5. In collaboration with supervisor and colleagues, provides necessary program or event support, guidance and training to staff across the district.
6. Provides and responds to in-depth readers' advisory, informational and specialty service questions. Provides depth of knowledge in specialty area or skill set such as children's, teen and adult services.

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7. Participates in maintaining assigned collection materials, which may include selection and weeding.
8. Promotes, educates and supports Intellectual Freedom principles with staff and customers. Resolves related concerns or redirects to appropriate source.
9. Under supervisor direction, works closely with staff to ensure excellence in informational and readers' advisory services. Mentors, trains, and models performance for other staff.
10. Creates and provides relevant and timely communications.
11. Gather, analyze and report statistical information about program attendance and other metrics.
12. May provide group or individual training, guidance, or presentations to library staff on the use of programming supplies, devices, and technology.
13. Maintains an accurate and updated inventory of programming supplies and equipment; receives, tracks, and completes requests for supplies and equipment in a timely manner.
14. Will create well-written, consistent, aesthetically pleasing templates, instructions, and info guides for various crafts and activities.
15. Serves on the Programming Committee and also attends meetings and participates in professional associations and activities as assigned; reads professional journals and publications, reviews current information and trends in public library services.
16. Schedules, prepares plans, organizes, coordinates, performs, and presents both ongoing library programs and special events including tours and school visits to encourage community use of the libraries.
17. Strategically coordinates program resources and spaces, monitors and evaluates program outcomes, and adapts services as needed.
18. Under fills for any subordinate position as needed.
19. Performs other duties as assigned.

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Required Qualifications:

1. Bachelor's Degree in Library Science, Early Childhood Education, Education, or related field; and
2. Two years' experience planning, promoting, and implementing programs/events, specifically for adults; and
3. A valid Washington driver's license.

Preferred Qualifications:

1. Master's Degree in Library Science (MLS/MLIS)
2. Bilingual (English/Spanish – read, write, and speak)

Knowledge of:

1. Current public Library operations, functions, programs and services.
2. Customer service standards and protocols.
3. Departmental policies, procedures, and service standards.
4. Knowledge of a wide variety of reference sources, authors, literature, publishers and publications.
5. Knowledge and support of the principles of intellectual freedom.
6. Knowledge of search strategies including use of the Internet, database information retrieval and classification systems.
7. Principles of intellectual freedom and the Library Bill of Rights.
8. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing, spreadsheet, office productivity, and other personal computer applications, emailing systems, databases and web-based searching.

Skill in:

1. Using excellent interpersonal skills in a variety of situations and with a diverse Library customer and staff population.
2. Basic graphic design skills, strong aesthetic and creative abilities

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3. Facilitating the delivery of high-quality, customer-focused Library services to customers.
4. Coordinating and performing a variety of professional librarian functions.
5. Working effectively, with a teamwork orientation, in daily activities as well as addressing problems and unique situations.
6. Using independent judgment and making good decisions when resolving problems relating to customers/public.
7. Listening to, understanding and interpreting the concerns of customers.

Ability to:

1. Gain thorough knowledge of Yakima Valley Libraries' policies, procedures and programs.
2. Clearly, succinctly, and effectively communicate ideas and thoughts, both verbally and in writing, with a diverse population.
3. Effectively, manage, plan, coordinate and organize own work, including overseeing a variety of projects and tasks, often with overlapping deadlines
4. Continuously evaluate program/project timelines and goals in order to adapt to changing needs and priorities
5. Establish and maintain good working relationships with fellow library staff.
6. Work collaboratively and effectively in a team environment.
7. Work independently to effectively complete daily activities, long-term goals and objectives
8. Operate relevant computer systems, including the integrated library system, hardware, software and office machines.
9. Work a flexible schedule in order to accommodate library and programming needs, including occasional evenings and weekends
10. Use resources and current Library and office technologies relevant to the job duties.
11. May at times have unsupervised access to children under the age of 18 or a vulnerable adult or person.
12. Maintain a valid Washington driver's license.

FINAL

13. Attend work on a regular and dependable basis.

Work Environment and Physical Demands:

1. Normally seated, standing or walking at will.
2. Normal physical activity including some bending, pushing, pulling, and lifting and carrying, which may range up to 45 lbs. upon occasion. Pushing/moving Library materials weighing up to 120 pounds with mechanical assistance, such as cart or dolly upon occasion.
3. Keyboarding and working at a computer monitor for extended periods required.
4. Phone usage, reading, speaking, and listening required.
5. Interaction with Library system staff, Library customers, other libraries, agencies and organizations, will be necessary to provide and receive information.
6. Some early morning, evening and weekend work may be required.
7. May occasionally drive personal or library vehicle up to 120 miles for district programs.

Signature

Date