

Mildred Stevens Williams Memorial Library (Appleton Library)

Library Coordinator

Job Description

A. Qualifications

- The personal motivation to coordinate library volunteers and to interact positively with patrons and other members of the community.
- A working knowledge of general library principles and practices and the methods of their administration, application, and management, including cataloging and maintenance of the collection.
- Experience and facility with computers, including website maintenance, Facebook, and operating system updates and security.
- An interest in books and library resources.
- The ability to supervise and work collaboratively with Events Coordinator to bring relevant programming to the community.
- Maintain records and document compliance with regional and state organizations and programs.
- Must possess outstanding organizational skills, be detail oriented, independent, and flexible.
- The ability to work without supervision.

B. Administrative Duties

- Assume the responsibility for the performance of all regular activities of the library and the administration of library policies during working hours.
- Assist patrons in the use of the library and in obtaining desired resources and information. Assist patrons in the use of the library computers.
- Monitor the circulation of library materials and the recovery of overdue items and payment of fines.
- Assume the responsibility for the accurate categorizing, cataloging, marking, and shelving of the collection. Work with the Collections Committee in regards to new acquisitions, and the inventory and improvement of the collection.
- Supervise the maintenance and upgrades of library computers, as well as the ongoing entry and maintenance of computer records regarding the collection.
- Assess supply needs in consultation with volunteer staff and order supplies as necessary.
- Attend educational and/or training opportunities according to availability and interest.
- Attend the first hour of the monthly Board of Trustees meeting. Present monthly report to the Board. This additional hour will be compensated at the hourly rate.

C. Programming

- Supervise and collaborate with Events Coordinator to research, suggest, and help implement program opportunities for the library. Coordinate with surrounding libraries when applicable.

Volunteer Coordination

- Work with the volunteer staff to establish, document, and implement daily library procedures and practices. Keep the Board of Trustees informed of revisions to the daily routine.
- Delegate appropriate responsibilities/tasks to the volunteers.
- Oversee the volunteer schedule to make certain all shifts are covered.
- Create volunteer training materials as needed and assist in the training of volunteers.
- Lead regular volunteer staff meeting.
- Maintain open communication with volunteers in regards to staffing, new policies, programming, etc.
- Recruit new volunteers as able.

In addition, the Library Coordinator shall:

- Serve at the pleasure of the Board of Trustees and report directly to the Chair of the Board or his/her representative.
- Maintain a record of attendance, including a record of vacations, personal time, or other absences, planned or taken plus other personnel records as appropriate or required.
- Collect and maintain appropriate records and statistics pertaining to library activities and submit reports as requested, including the annual reporting to the Maine State Library.
- Perform other duties as requested by the Chair of the Board of Trustees.
- After a satisfactory six month evaluation, be entitled to a paid vacation of 2 weeks (not more than 20 hours) and 10 hours of paid personal time. Both need to be used by the end of the calendar year.

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