

## Job Description

**Job Title:** Coordinating Librarian

**Job Code:** 907021

**Job Family:** Library

**Pay Grade:** JC.17.17

**FLSA:** Exempt

**EEO:** Professionals

**Department/Agency:** Library

**Position Number(s):** Multiple

**Recommended Position Title(s):** Coordinating Librarian

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork – Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:**

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

**Essential Duties:**

- Leads the library's efforts to provide age specific system wide programs; serves on library committees to advocate for the needs of age specific youth and represent the ideas of the youth services department; maintains communication with youth services staff providing age specific programs and outreach; leads committees that develop and maintain age specific youth services initiatives; participates in long range operational planning and vision; provides input on age specific materials, resources, and services.
- Leads learning opportunities for library staff on the implementation, organization, and execution of youth services programs and initiatives; provides programming and outreach vision for youth services staff; informs library staff and patrons of services, programs, and outreach; delegates prioritized outreach opportunities; identifies youth services staff to coach and mentor annually; prioritizes communication and teamwork as an ongoing development goal; displays the core, behavioral, and operational values outlined in the Pillars of Performance.
- Processes paperwork for budgeting purposes and reporting statistics; oversees age specific operational funds for the year; assists grant writers and Johnson County Library Foundation in seeking additional funds for youth services initiatives; prepares budgets, reports, presentations, and proposals for internal and external communication purposes.
- Represents the library by developing and maintaining community relationships and connections; attends and presents at state and national conferences; maintains communication with other professional in the field; develops partnerships with community organizations with similar or related missions

## **Job Description**

- Coordinates outreach services and programs to designated populations that are prioritized annually; identifies opportunities for new partnerships when they align with designated populations; works with community partners to increase the positive impact of outreach services; works with the youth and adult services librarians to develop the most effective methods to reach specific populations.
- Serves patrons and colleagues; works optimal and defined hours on public service desk to support the youth services branch team and engage with age specific patrons; provides reference and readers advisory while staffing the desk; mentors youth services staff while on public service desk; collaborates with Communication department on maintaining website, developing and maintaining promotional support for youth services programs and initiatives.

### **Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

*Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.*

### **Minimum Job Requirements:**

Master's degree in Library Science or related field of study; two (2) years of library experience serving a population within a specialized focus area; and a valid driver's license with an acceptable driving record.

*Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.*

### **Preferred Job Requirements:**

None

### **Education/Experience Substitutions:**

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.