

MERIDEN PUBLIC LIBRARY  
PUBLIC SERVICES COORDINATOR

NATURE OF THE WORK

This is an administrative position which involve coordination and supervising all of the Library's divisions which are engaged in performing a variety of work. The Public Services Coordinator plans, implements and manages library services. The Public Services Coordinator is responsible for smooth day to day operations, building security, problem solving and crisis intervention as the need arises. The Public Services Coordination has the responsibility of ensuring the community's needs for information are met. The Public Services Coordinator is the second in command of the Library, and acts on behalf of the Director of Library Services during his or her absence, reporting in this circumstance to the Library Board of Trustees.

SUPERVISION RECEIVED

Work is performed within the guidelines of established library policy and is under the supervision of the Director of Library Services who reviews it through reports, conferences and observation of results.

SUPERVISION EXERCISED

Supervision is exercised over all professional and clerical personnel engaged in a variety of library work.

EXAMPLES OF WORK

Plans and develops library services for the community.

Determines the physical layout of the library, including the location and the arrangement of materials, reading and working areas.

Manages and evaluates services and materials provided by the Library.

Supervises subordinate professional and clerical staff by making assignments, observing their work activity, and evaluating reports.

Provides reference, searching, bibliographic and reader assistance services to library clientele.

Explains the use of various library tools such as catalogs, indexes, bibliographies, standard references, in print and nonprint format to the public.

Answers questions from clientele which requires the searching of materials with the library and from outside sources.

Supervises and trains subordinate professional and clerical staff.

Assigns work to staff according to their qualifications/positions, providing instruction and advice.

Reviews work in progress and at its completion for adherence to instruction, policies, deadlines, and timeliness.

MINIMUM QUALIFICATIONS REQUIRED

A Masters of Library Science Degree from an accredited college or university and 8 to 10 years of library experience including progressive supervisory experience of other staff.

### KNOWLEDGE, ABILITIES AND SKILLS

Good knowledge of the theory, objectives and principles of library science.

Good knowledge of the procedures and techniques for arranging materials for use in the library.

Good knowledge of the procedures, techniques, and tools used in bibliography, reference and information services.

Working knowledge of available interlibrary loan services.

Working knowledge of network and automated services.

Working knowledge of the needs and interests of the community.

Ability to analyze professional and administrative problems, make responsive recommendations and take appropriate action.

Ability to plan, organize, and direct the work of a group of professional and clerical subordinates in a manner conducive to full performance and high morale.

Ability to express ideas clearly and concisely, orally and in writing to groups and individuals.

Ability to interpret library policies and objectives effectively to groups, and to establish and maintain effective relationships with library patrons and community groups.

### PHYSICAL, MENTAL EXERTION/ENVIRONMENTAL CONDITIONS:

Works in an open setting subject to continuous interruptions and background noise. Exposure to computer screens on a daily basis. May be required to lift and move 10 to 20 pounds, for example, books, audiovisual equipment, office supplies, etc. Must be able to bend, stoop, stand and reach, climb and kneel on a daily basis.

Compensation: Salary Professional UPSEU 424 – Grade H