

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Adult Services Coordinator**

Dept: **Outreach Services**

Job Code Number: **10254**

Reports to: **Director of Outreach Services**

Grade Number: **21, Represented**

Effective Date: **January 2009**

FLSA Status: **Exempt**

General Position Summary:

Develops and coordinates King County Library System programs for adults, emphasizing services that respond to adult needs and interests and oversees the implementation of the Lifelong Library Adult Services Plan of 2008.

Essential Duties/Major 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. Develops system-wide programs, services and promotions for adults in the libraries, beyond the libraries and online.
2. Generates staff understanding for the Adult Services Plan and structure.
3. Builds a sense of mission and camaraderie for the Adult Services team.
4. Meets and communicates regularly with designated Adult Services staff as a resource and to clarify System expectations.
5. Develops and recommends improvements to library services for adults.
6. Monitors and evaluates the success of the Adult Services Plan.
7. Plans space and assistance within each library to meet the needs of adults.
8. Participates in system-wide reviews of policies and procedures related to adult services.
9. Coordinates the system-wide production of Adult Services web sites and displays.
10. Plans, coordinates and may participate with the Staff Development department in staff development opportunities.

Secondary Duties:

1. Participates in the plan and design of promotional pieces for adult programs.
2. Serves on various committees affecting KCLS services to adults and other system wide issues as requested.
3. Presents KCLS Adult Services Plan to library boards.
4. Assists Human Resources Department with applicant assessments and interviews.
5. Perform other related duties as required or as assigned.

Communication:

The position has on-going contact with the KCLS staff members and communicates frequently with outside constituent groups both at the incumbent's initiative as well as supervisor's request. Communication frequently involves speaking in front of both large and small groups. Contacts occasionally contain discussion about confidential or sensitive matters.

Initiative:

The position develops programs and services to fulfill the Adult Services Plan that affect the entire organization. The position solves problems that may have an impact across the entire library system. The position frequently encounters new and varied work situations. Decisions are typically made within general organizational policy constraints and guidelines. The position involves a high degree of complexity, the ability to implement and facilitate programs across the entire library system, and interaction with a large number of people. The position operates independently with a minimum of supervision.

Accountability:

The position encounters frequent interruption requiring maximum flexibility. The position is instrumental in preparing operational and strategic plans for the Adult Services Plan programs. Decisions typically made by this position have far reaching impact across KCLS. Work is checked by a supervisor on an exception basis.

Leadership:

The position does not include mentoring responsibility, but takes a leadership role in modeling and promoting KCLS values across the organization and as a representative of the organization in the community.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

The position requires an advanced degree specializing in Library Science from an American Library Association accredited school of Librarianship and Washington State certified as a Librarian. A typical way to obtain knowledge, skills and abilities, outside of the required advanced degree, is through three to five years experience as a public librarian with some project management experience or any combination of additional education, or alternative experience and training that demonstrates the ability to successfully perform the duties of the position.

Necessary Knowledge, Ability, and Skills:

- Extensive knowledge of public library services at a professional level.
- Extensive knowledge of goal setting and project management.
- Working knowledge of public library and support services operations.

Ability to:

- Represent KCLS in a professional manner.
- Use diplomacy and tact to establish and maintain effective working relationships and collaborative partnerships with managers and supervisors, employees, representatives of other governmental agencies, contractors, diverse populations, and others encountered in the course of work.
- Listen and ascertain needs of customers. Plan, manage, and implement new projects and programs to completion, within budget and deadline; revise and adjust existing projects and programs to meet objectives; multi-task and effectively coordinate a variety of concurrent projects and activities.
- Work individually in a self-directed manner and as part of a team with minimal supervision. Effectively participate with a team orientation including developing and implementing programs and materials.
- Clearly and succinctly communicate ideas, thoughts and information accurately, effectively and in an appropriate manner both verbally and in writing individually and in group presentation to a variety of staffing levels and communities including the underserved communities within the KCLS service area and with a diverse population.
- Speak, read, write and understand the English language. Bilingual language ability, desirable.

Skill in:

- Interpersonal relationships and teamwork.
- Planning and implementing programs and services. Relating program needs to specific KCLS strategies and programs. Designing creative solutions to program requirements.
- Evaluating the effectiveness of programs, materials, and staff.
- Organizing and prioritizing multiple projects and tasks.
- Use of independent judgment and discretion.
- Planning, organizing, and facilitating meetings.
- Effective, clear, and persuasive oral and written communications to a variety of individuals and groups including public presentations.
- Resolving conflicts and gaining cooperation among competing interest groups.
- Using office computer hardware and software.

SPECIAL REQUIREMENTS

Valid Washington driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is frequently required to sit and talk or hear, and to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Work is performed in a normal office environment. Work involves some travel, overtime and evening or early morning meetings.

Advancement Possibilities:

APT level Director

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: _____
Director of HR

Draft: 2008-11-12

Final: 2008-11-20