



**Position Title: Adult Services & Genealogy Coordinator**

**Classification:** Full-time

**Salary:** Commensurate with experience

**Immediate Supervisor:** Director

**Position Directly Supervised:** Clerk(s)

Overview:

The Adult Services & Genealogy Coordinator will oversee implementation, development, and evaluation of adult services. The position is responsible for the planning and provision of information services to adults, including reference, readers' advisory, and technology. The position will work in conjunction with the Program Coordinator to provide programming to adults. The position will maintain the adult nonfiction and reference collections in all formats and supervise library clerks. This position also provides public service at the circulation desk, answering patrons' reference questions, assisting patrons in selecting and locating materials, and providing assistance with public computers. The Adult Services/Genealogy Coordinator provides specialized genealogy services to patrons through in-person, telephone, or online portals and is responsible for developing in-house genealogy programming.

Job Duties and Responsibilities:

Primary:

- Oversee selecting, purchasing, and promoting adult collection materials in various formats.
- Maintains a quality collection through appropriate selection of new materials from a variety of resources and thorough weeding.
- Provides ongoing assessment and analysis of patron reading, viewing, and information needs; analyzes collection turnover rates and hold ratios, scans review journals, and stays abreast of popular authors and subject areas.
- Serves as library liaison for ILS system, Overdrive, and others as assigned.
- Shares updates, programs, trends, etc. with the entire library staff, advocating popular material areas, ensuring the effective utilization of the services provided.
- Assists library patrons in locating materials or information to meet their information needs.
- Instructs patrons in the use of the public catalog, library materials and equipment, and in library policies and procedures. May be one-to-one or group basis, including visits to outside organizations.
- Ensures provision of polite, attentive, exuberant customer service to patrons from front-line staff (clerks) by modeling and reinforcing excellent customer service skills. Provides suggestions to Director for on-going trainings.
- Handles patron suggestions and complaints. Refers incidents to the Director when appropriate and necessary.

- Provides readers' advisory services by recommending appropriate reading materials to patrons and develops monthly readers' advisory material for distribution.
- Serves as an advocate for Adult Services by encouraging the utilization of available resources provided by the department.
- Oversees monthly in-house themed book displays.
- Makes suggestions to the Director for external public relations for programs and services through all available print, non-print, and electronic means.
- Arranges for Genealogy Department in-house marketing through displays, printed material, and signage.
- Develops, plans, and implements genealogy programs and services through continuous community analysis, observations, and objective needs assessment.
- Develops working relationships and memberships with local genealogy organizations and regularly attends their monthly meetings.
- Attends conferences or other professional development programs.
- Performs other duties as assigned.

#### Education, Training, and Experience:

- Master's Degree in Library Science from an ALA accredited institution preferred, but not required. Bachelor's degree in related field preferred.
- A minimum of five (5) years experience in a public library preferred which includes: working at the circulation desk, providing both online and print reference services, planning and conducting library events and programming, marketing, working with integrated library systems, cataloging using MARC, Dewey, Sears, and authority control, and using OCLC for interlibrary loan transactions.
- Must complete KDLA certification requirements within required timeframe.

#### Skills, Knowledge, Abilities:

- Demonstrated knowledge and understanding of library principles and practices including freedom of speech, copyright, collection development, deselection, and patron/staff confidentiality
- Library supervisory experience
- Working knowledge of reader interest levels, book, authors, and reference sources
- Working knowledge of automated library circulation systems and online databases
- Working knowledge of print, non-print, digital, and online information sources available from a wide variety of sources including publishers, the Internet, and library and vendor-based systems
- Involvement in professional organizations, workshops, and continuing education.
- Ability to communicate and work effectively (both individually and as a team member) with the public and all levels of the library staff
- Ability to make decisions within guidelines to solve problems and produce accurate work on a timely basis

- Ability to organize, prepare, and present information in English both verbally and in written form
- Ability to speak in front of groups with excellent communication and interpersonal skills
- Ability to be flexible and adaptable to new situations
- Ability to represent the library in a professional manner
- Knowledge of and commitment to excellent customer service

Status: This position requires working daytime hours; however, some evening and weekend hours may be required depending on scheduling.

Special requirements:

- Valid driver's license
- Use of personal vehicle
- Background check

Required materials:

- Submission of library employment application
- Resume and cover letter
- Three professional references (from non-family members)
- Two letters of recommendation (from non-family members)