

ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.829 – DIGITAL SERVICES COORDINATOR – (Adopted 10-10-18)(revised 9-8-2021)

The Digital Services Coordinator oversees the activities and staff that provide support for all Information Technology and Digital Services. The Digital Services Coordinator works closely with the Public Services Coordinator and the Outreach and Technical Services Coordinator to advise the Executive Director on the activities and needs of the staff and activities that fall under Digital Services.

Qualifications/Demonstrated Knowledge, Skills and Abilities:

- Completion of an ALA-accredited MLS degree and college at the bachelor's level or equivalent combination of education and experience.
- Experience with computers and library technology.
- Demonstrated ability to plan work for, train, and supervise others.
- Ability to translate the language of information technology to non-expert users.
- Ability to communicate effectively and concisely, orally and in writing.
- Demonstrated behaviors that match the library's core values:
Positive approach, dependable, team-oriented, professional, leadership.
- Ability to handle the pressures of timelines and technology problems with patience and perseverance without sacrificing attention to detail and accuracy.
- Self-motivated and ability to work independently.
- Ability to prioritize duties and complete responsibilities in a timely manner.
- Capacity to move under furniture and through close spaces to service equipment.
- Adequate strength to arrange furniture, move equipment and organize materials.
- Have or obtain valid driver's license and have reliable transportation available.

Responsibilities/Duties

- Plans, coordinates, supervises, and evaluates the activities of locations and departments as assigned by the Executive Director that relate to digital services for the staff and patrons of the library.
- Manages library information technology resources, including a technology plan, selecting and deploying hardware, software, and infrastructure, maintaining inventory, maintenance and replacement schedule.
- Assists in hiring, supervising, and training managers and staff.
- Assumes leadership of the library system in the absence of the Executive Director, as assigned.
- Responsible for the overall delivery and evaluation of digital services across all of the library's websites, third party tools, hardware, web, and software applications.
- Serves as the library's primary liaison with vendors and agencies providing digital services and circulating materials to the library.
- Formulates goals, objectives, policies, and procedures for the library system as assigned.
- Leads the digital services team to accomplish the objectives of the library, convening and participating on staff committees as needed.
- Oversees daily Digital operations to maintain consistency of processes system-wide.
- Works with Executive Director and Digital team to develop annual spending plans and budgets.
- Gathers digital services statistics.

- Develops and coordinates technology training for public and staff.
- Participates in professional organizations and workshops, and keeps informed of current trends and new techniques.
- Works in public service areas as assigned: including answering reference and information questions, checking materials in and out, answering the telephone, issuing borrower's cards, processing materials and reports, shelving, shelf reading, etc.
- Assists patrons in the use of technology available in the library, including basic troubleshooting of microfilm, photocopier, and computer problems.
- Performs related duties as assigned.

Supervision exercised: Hires, trains, supervises, and evaluates staff as assigned.

Supervision received: Executive Director.

Schedule of hours: As assigned and may include evening and weekend hours or short notice response to emergency situations.

Job classification Associate; salaried; nonexempt

The above statements are intended to describe the general nature and level of work that is to be performed by personnel under this job description. The statements are not intended to be an exhaustive list of all responsibilities and duties that might be required of persons assigned to this position.