

ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.849 – OUTREACH AND TECHNICAL SERVICES COORDINATOR – (Adopted 10-10-18)(Revised 9-8-2021)

The Outreach and Technical Services Coordinator oversees the activities of the departments and staff that provide support or prepare library materials for public use, including Outreach, Collection Development, and Technical Processing. The Outreach and Technical Services Coordinator works closely with the Public Services Coordinator and Digital Services Coordinator to advise the Executive Director on the activities and needs of the staff and departments that fall under Outreach and Technical 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 communicate effectively and concisely, orally and in writing.
- Demonstrated behaviors that match the library's core values:
 - Positive approach, dependable, team-oriented, professional, leadership.
- Self-motivated and ability to work independently.
- Ability to prioritize duties and complete responsibilities in a timely manner.
- Library experience in cataloging and processing.
- 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 the access of library materials, including acquisitions of digital and print materials, cataloging, and outreach.
- Develops and implements local procedures for data entry into the cataloging system.
- Evaluates the current collections in each building for variety and scope of coverage.
- Develops a system for receiving purchase recommendations from users and library staff.
- Reviews circulation reports to determine current user interests and needs.
- Assists in hiring, supervising, and training staff of assigned departments.
- Assumes leadership of the library system in the absence of the Executive Director, as assigned.
- Strives to maintain the consistency of data entry throughout the district.
- Selects correct MARC bibliographic record for linking of local items.
- Requests full MARC records for items not currently in the SEO database.
- Directs staff in affixing appropriate information and labels on all items.
- Makes corrections to item records as part of ongoing database maintenance.
- Serves as the library's primary liaison with vendors and agencies providing digital and physical circulating materials to the library.
- Formulates goals, objectives, policies, and procedures for the library system as assigned.
- Leads assigned team to accomplish the objectives of the library, convening and participating on staff committees as needed.
- Oversees daily Outreach and Technical Services operations to maintain consistency

of processes system-wide.

- Works with staff to develop annual spending plans and budgets.
- Gathers Outreach and Technical 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.