



Tri-City Public Library District Patron Service Coordinator Job Description

Employment Type

Full Time – 30 hours weekly

Hourly Wage

\$18.00 to \$20.00 hour
Based on experience, education and technical skills

About the Organization

The Tri-City Public Library District is located approximately 16 miles east of Springfield, and it includes the communities of Buffalo, Dawson and Mechanicsburg. It serves a population of more than 3600. The library is located in Buffalo and is open six days a week. The library is part of the Illinois Heartland Library System and SHARE.

Nature of Work

The Library Patron Coordinator is full-time and is responsible for a broad range of public library functions and maintaining patron satisfaction. Work involves complex clerical and technical library duties and provides limited reader assistance and reference services. An employee in this position assists in directing the work of Library Assistants and or in performing supervisory support functions as a lead employee as delegated by the Library Administrator. Duties are performed under the direction of the Library Administrator. Reports directly to the Library Administrator.

Job Description and Duties

- Assists in the circulation and recovery of library materials; registers borrowers
- Conducts bibliographic searches; processes library materials for distribution; shelves books and reads shelves
- Searches, verifies, retrieves and edits bibliographic information using appropriate online resources; assigns classification; cataloging and processing of library materials
- Mends books and other library materials
- Provides readers' advisory services; evaluates materials and makes selections; compiles lists of library resources in appropriate subject areas; reviews material lists and recommends items for purchase
- Operates computerized integrated online circulation system to charge and discharge materials, input reserves and assist in quality control of patron records



Patron Service Coordinator Job Description – Cont'd

- Provides research assistance; assists in the use of research tools and answers research questions in person, by telephone and electronically
- Provides training support for probationary employees under the direction of the Library Administrator
- Records daily statistics
- Assists in the selection and deselection of library materials
- Monitors shelving performance and maintaining of shelves
- Operates Interlibrary Loan functions
- Prepares daily work schedules under the direction of the Library Administrator
- Performs cash handling/fine collection duties
- Assists the Library Program Coordinator with Outreach programs
- Monitors the receiving and handling of book donations
- Performs related work as required

Required Knowledge, Skills and Abilities

- Knowledge of professional library principles, practices, techniques, and core values including but not limited to intellectual freedom, collection management, access and privacy, and research
- Ability to push loaded book carts
- Ability to plan, organize and direct employees
- Considerable knowledge of library resources
- Knowledge of current literature, trends, and developments in the field of library science
- Knowledge of a variety of books and authors, and reader interest levels
- Ability to exercise functional and technical direction
- Ability to communicate effectively in a clear and concise manner, both orally and in writing including the preparation of reports
- Ability to accurately record provided numerical data into a standard format
- Ability to plan and coordinate simultaneous projects with multiple deadlines

Minimum Requirements

Graduation from high school or equivalent recognized certification; a degree in library science is preferred; or a combination of education and experience in library-related work and administration.

Benefits Offered

Retirement plan (IMRF)
Paid time off (60 hours PTO per calendar year)
Paid Holidays