



## Position Description

<b>Position title:</b> Collection Coordinator	<b>Department:</b> Library
<b>Reports to:</b> Director	<b>Supervises:</b> Selectors' monthly picks
<b>FLSA status:</b> Full-time hourly	<b>Date revised:</b> 9-14-20
<b>Starting salary:</b> \$14.10/hour plus IPERS, insurance, and paid leave	<b>Hours:</b> 40 per week

### Position Summary

The Collection Coordinator organizes staff selections to order new materials for the library's collection, finishes new materials for circulation after they have been catalogued, meets with donors who contribute memorials and gifts, proctors tests for distance learners, and emails announcements for library programs. This position works at the circulation desk during staff shortages, and replenishes a perpetual indoor book sale.

### Essential Job Duties

- **Team approach:** Commitment, flexibility, reliability, active listening, transparency, willingness to help, respectful communication, problem solving.
- **New library materials:** Coordinates with selectors, monitors hold requests, and compares prices to build orders for new materials in a variety of formats. Reviews orders with the Director weekly.
- **Materials finishing:** Processes incoming materials after they have been catalogued (labeling, securing, stamping, laminating, etc.) to ensure that they are shelf-ready and attractive. Releases finished items into the collection for public use.
- **Donations:** Assists donors with the selection of memorials/gifts/adopted items, and decorates an annual "wish tree." Notifies local newspaper about donated items.
- **Interlibrary loans:** Processes interlibrary loans in the absence of the Adult Services Librarian.
- **Circulation desk:** Works at the front desk during staff absences. For details about working at the front desk, see the position description for a Library Assistant I.
- **Indoor book sale:** Uses the best leftovers from the most recently completed public sale to restock "perpetual indoor booksale" shelves. Recycles oldest inventory when those shelves become crowded.
- **Other:** Performs other duties as assigned by the Director.

### Knowledge, Skills, and Abilities Required

- High standards of internal and external customer relations; the glue of goodwill that fosters effective communication and trust. A tactful and friendly communication style.
- Keen eye for detail in processing materials attractively. Accuracy in record keeping.
- Accurate keyboarding skills at 50 wpm or better.
- Accurate alphanumeric sorting ability (able to sort library materials alphabetically and numerically for easy look-up).
- See the attached document, "Physical Job Requirement Analysis" for a description of the physical requirements of working at the Fairfield Public Library.
- Experience with Microsoft Office programs: Excel for maintenance of basic financial records, Word for correspondence, Outlook for email.
- Clear communication skills, both verbal and written.
- Able to operate various pieces of office equipment.

**Entry Requirements**

- **Education and training**—High school diploma or GED equivalence.
- **Work Experience**—Two years of general clerical, recordkeeping, and customer service. Experience with arts and crafts are a plus, given the nature of finishing work on library materials.
- **Exams and tests, upon request of the Director**—Background checks, physical examinations, and/or drug testing.
- **Residency**—Must reside within 30 miles of the Fairfield City Hall. This residency requirement must be established within six months after the date of hire and shall be maintained throughout employment with the Fairfield Public Library.

**Work Environment**

Most work is performed in an office setting seated or standing with appropriate heating and cooling, and is not subject to significant occupational or environmental hazards, other than those normally associated with general public contact. Most work is performed at a computer, or using other office equipment. The noise level in this work environment is usually low. Work may involve frequent interaction with the public and frequent interruptions. Ongoing contact with the public always has the potential for dealing with difficult or unhealthy patrons.

**Hours of Work**

Generally 40 hours per week, Monday through Friday, with half-day Saturdays and Sundays in rotation. This position may be required to work different hours with minimal notice to meet operational needs.

**Disclaimer**

The above information is intended to describe the general nature and level of work to be performed by an employee in this position. It is not intended to be an exhaustive list of all duties, responsibilities, requirements, and working conditions. The Fairfield Public Library reserves the right to change or assign other duties to this position as needed and as deemed appropriate. Employees holding this position will be required to perform any other job-related duties requested by the Director. Reasonable accommodations may be made as needed for employees to be able to perform the essential duties and responsibilities and meet the requirements of the position. Except for employees covered by Civil Service and/or a collective bargaining agreement, Fairfield Public Library employees are considered at-will employees. An employee may terminate his/her employment at any time, and the Fairfield Public Library may also terminate the employee's employment at any time. Unless otherwise provided by contract or law, all employment with the Fairfield Public Library is to be considered "at-will."

**Employee acknowledgment**

I have carefully read and understand the contents of this position description. I understand the duties, responsibilities, requirements, and working conditions. I also understand that this is not necessarily an exhaustive list of duties, responsibilities, requirements, and working conditions associated with the position. While this list is intended to be an accurate reflection of the current position, I understand that the employer reserves the right to revise the duties and responsibilities of the position or to require that additional or different tasks be performed. I understand that I may be required to work overtime, as well as different shifts or hours outside the normally defined workday or workweek.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director's Signature: \_\_\_\_\_ Date: \_\_\_\_\_