

RESOLUTION NO. 23-004

A RESOLUTION adopting a revised position in the  
Camas Public Library

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF CAMAS AS  
FOLLOWS:

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There is hereby created in the Camas Public Library a new position entitled Library  
Coordinator. Such position is a revision of the Programming and Outreach Coordinator  
position. This position shall be represented by OPEIU, Local 11 and shall perform such  
duties as shall be outlined in any job description proscribed by the City, as may be revised  
from time to time. The position description is attached hereto as Exhibit "A" and shall be  
effective as of June 1, 2023.

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PASSED BY the Council and approved by the Mayor this 15<sup>th</sup> day of May 2023.

SIGNED: \_\_\_\_\_  
Mayor

ATTEST: \_\_\_\_\_  
Clerk

APPROVED as to form:

\_\_\_\_\_  
City Attorney

## **LIBRARY COORDINATOR**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

Under direction, this position will plan, coordinate, and evaluate the activities and operations of an assigned division of the City's Library, while providing a full range of exceptional public service.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all these tasks and/or may perform similar related tasks not listed here.*

Develop, plan, publicize, and evaluate traditional and innovative programs for all ages that serve the needs of the community, including but not limited to reading programs, annual events, programs with a focus on early literacy, one-time events, and recurring programs.

Develop, foster, and maintain strong and effective relationships with outside agencies to introduce and promote Library services and programs to Camas residents of all ages. Facilitate the Library's outreach efforts by coordinating the Library's presence at community and school events; organize offsite Library programs; represent the Library in the community as assigned.

Enhance patrons' experience using the Library through the coordinated facilitation of communications, graphics, marketing, exhibits, displays, social media, wayfinding, improved convenience, self-directed programming, and technology.

Write grant proposals and seek alternate funding sources for initiatives which support the Library's mission and strategic plan.

At the direction of the Library Director, develop and execute contracts.

Provide leadership and training for staff and volunteers. Coordinate and review the work of assigned staff and volunteers; assign work and projects; monitor workflow; review and evaluate work products, methods, and procedures; lead meetings.

Participate on the Materials Selection Team at the direction of the Technology & Collections Manager. Maintain awareness of trends in publishing, merchandising, and circulation; catalog and process new items; weed items from the collection as assigned.

Provide a full range of services to the public, including but not limited to reference, readers advisory, device and printing assistance, and account help while keeping ever-present the Library's mission, vision, values, and equity statement; enforce Library policies; prepare facility for opening and closing.

Other duties as assigned.

### **AUXILIARY FUNCTION STATEMENTS**

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Public library services and functions.

Principles and practices of:

- Library programming for all ages.
- Childhood development and literacy skills development.
- Community outreach.
- User experience for libraries.
- Public relations and marketing for libraries.
- Collection development, maintenance, and management.
- Access, search, retrieval, reference, readers advisory, and customer service.

English usage, spelling, grammar, and punctuation.

Pertinent federal, state and local laws, codes and regulations.

### **Ability to:**

Provide leadership for long- and short- term projects.

Model effective time management skills.

Motivate, direct, and coordinate the work of assigned staff and volunteers.

Identify emerging community issues and determine their relevance to Library services and collections.

Stay current in area of subject matter expertise through continuous professional development.

Assist in the formulation and implementation of the Library's strategic plan.

Respond to and resolve customer service issues regarding materials, services, or programs, or experiences.

Represent the concerns and issues of staff, patrons, and volunteers to management.

Maintain a budget within assigned area.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain positive and successful professional relationships both internally and externally.

Handle multiple competing priorities and tasks, adapt to change, and make informed decisions.

Lead and work effectively and positively in a collaborative team environment.

Work competently with office equipment, MSOffice applications, library applications and technological innovations in a variety of formats.

### **Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Masters degree in Library Science or Library and Information Science from an ALA accredited college or university; a Bachelor's degree and relevant experience may be substituted at the Library Director's discretion.

**Experience:**

Two years in a public library providing service with experience relevant to this position.

### **PHYSICAL DEMANDS AND PHYSICAL CONDITION**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Library environment; extensive public contact

**Mobility:** Incumbents require sufficient mobility to work in and outside of a library setting, operate office equipment; extensive and recurring walking, standing, bending, crouching, stooping, and reaching; regular lifting of moderately heavy items.

**Vision:** Vision sufficient to read small print, computer screens and other printed documents.

**Hearing and Speech:** Sufficient clarity of speech and hearing to be able to communicate effectively.

**Other factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel to work outreach events within the city and outside city boundaries to attend meetings or training.