

Job Description

Job Title	Librarian/Community Services Coordinator	Department	Library/ Senior Center
Reports to	Deputy City Manager	Salary Level	VIII-A
Classification	Non-Exempt	Approved By	<i>Daniel Decker</i>

Position Summary:

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The Librarian/Community Services Coordinator is responsible for the leadership, management, and daily operations of both the Dillingham Public Library and the Dillingham Senior Center. This position oversees staff, programming, volunteer coordination, community outreach, and services for all age groups, with a special focus on seniors and lifelong learning. The Librarian/Community Services Coordinator also leads grant writing and reporting efforts to support both departments and plays a key role in building a robust volunteer program to enhance service delivery and community engagement.

Essential Duties and Responsibilities:

Administrative and Leadership

- Provide direct supervision to library and senior center staff.
- Develop and implement policies, procedures, and goals for both facilities.
- Coordinate scheduling, staffing, and operations to ensure both departments run smoothly.
- Maintain compliance with city, state, and federal regulations applicable to public libraries and senior services.
- Recruit, train, and manage volunteers to support programming and daily operations in both departments.

Program Development

- Plan, implement, and evaluate library and senior center programs to meet community needs.
- Support and expand literacy, educational, cultural, and recreational activities for all ages.
- Coordinate nutrition, wellness, and enrichment services for seniors.

Fiscal and Grant Management

- Prepare and monitor departmental budgets in coordination with the Deputy City Manager and Finance Department.



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- Research, write, and manage grants to support library services, senior programs, facility improvements, and operational needs.
- Ensure timely reporting and compliance on all grants received.

Community Engagement

- Serve as the primary liaison to local, regional, and state agencies related to library and senior services.
- Foster partnerships with schools, tribal organizations, nonprofits, and service providers.
- Promote services through community outreach, social media, and public presentations.
- Develop and sustain a strong volunteer program to expand services and deepen public involvement.

Facilities Oversight

- Monitor the condition and maintenance of the library and senior center facilities.
- Coordinate with Public Works on maintenance needs, safety, and capital improvements.

Qualifications:

Education and Experience

- A bachelor's degree in Public Administration, Education, Library Science, Social Services, or a related field is preferred.
- **Equivalent combination of education and experience may substitute for a degree,** especially with demonstrated success in community program administration, grant writing, or supervision.
- Minimum of 3 years of experience in program leadership, public services, or departmental management preferred.
- Prior experience in grant writing, volunteer coordination, and staff supervision strongly preferred.

Skills and Abilities

- Strong leadership and organizational skills.
- Excellent written and verbal communication.
- Ability to manage multiple programs and priorities across two distinct public-facing departments.



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- Proficiency with Microsoft Office, basic reporting systems, and public communication platforms.
- Commitment to serving diverse populations, including elders, youth, and underserved community members.
- Skill in fostering volunteerism and engaging the public in civic services.

Working Conditions:

- Primarily office-based with daily work in both the library and senior center.
- Some evening or weekend work required for events, programs, or grant deadlines.
- Occasional lifting of books, supplies, or equipment up to 25 lbs.

X. Acknowledgment

I understand the duties of this position as detailed in this job description.

Employee: _____ Date: _____

This job description is accurate and has been reviewed with the above employee.

Supervisor: _____ Date: _____