



Mississippi Valley Library District

Collinsville Memorial Library Center
408 West Main Street
Collinsville, IL 62234

Fairmont City Library Center
4444 Collinsville Road
Fairmont City, IL 62201

Historic Blum House
414 West Main Street
Collinsville, IL 62234

Last Revised: April 2023

JOB TITLE

Program Coordinator

GENERAL STATEMENT OF RESPONSIBILITIES

Under the administration of the Executive Director and Assistant Director, the Program Coordinator oversees, plans, and implements adult and teen activities throughout the district. Assists with circulation, reference, and readers advisory services as needed.

SUPERVISION

Work is performed with considerable independence under the guidance of the Executive Director and Assistant Director. Work is reviewed through regular conferences, prepared reports, observation, and evaluation.

MINIMUM QUALIFICATIONS

- High school diploma, or equivalent
- Ability to speak, write, and read in English
- Basic computer skills (such as email, Internet searching, and using software and apps) and ability to operate computers
- Two years of library experience or equivalent
- Preferred - Spanish language fluency
- Preferred - Library Technical Assistant (LTA) Certification or Library Support Staff Certification (LSSC)

COMPENSATION AND FLSA STATUS

This position will be paid at an hourly wage beginning at \$17.00/hour DOQ. The position is also enrolled in the MVLD's Illinois Municipal Retirement Fund (IMRF) pension. Health and dental insurance provided. Paid vacation, sick, and personal leave accrued. Optional supplemental health and liability insurance available. This is a full-time, hourly-waged, FLSA non-exempt position.

WORK SCHEDULE

The Program Coordinator's schedule varies from week to week depending on programming needs. Daytime, evening, and weekend shifts are required. The work schedule may be adjusted by the Executive Director or Assistant Director to reflect staffing needs. This position is 40 hours/week.

CONTINUING EDUCATION

The Program Coordinator is required to attend continuing education and training opportunities relevant to the position as assigned by the Executive Director and/or Assistant Director. The Program

Coordinator will attend no less than ten (10) hours of continuing education and training opportunities per fiscal year. Additional continuing education and training opportunities include, but are not limited to, library system programs, Illinois State Library programs, and in-house training.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work and communicate effectively and courteously in English with the public and library staff using clear and concise written, verbal, and nonverbal communication skills
- Knowledge of professional library principles, methods, materials, and practices
- Skill in preparing, organizing, and maintaining files, reports, and records
- Ability to work independently under general supervision
- Ability to perform highly detailed work and to pay attention to small details
- Ability to effectively and positively supervise MVLD staff and volunteers when acting as person-in-charge
- Ability to positively represent the MVLD within the community
- Ability to work with the public and staff in general and difficult situations
- Ability to complete tasks in a timely manner
- Ability to establish and maintain effective working relationships with Board members, MVLD administration, fellow MVLD staff, and the general public
- Ability to handle confidential matters with considerable tact and discretion
- Knowledge of the MVLD's materials, workflows, and organizational systems
- Ability to comfortably use the library's circulation system software, computers, and other office machinery
- Ability to use the Internet, email, and other programs and applications
- Ability to utilize skills in all MVLD library centers and when working off-site

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Familiar with all MVLD, SHARE, and library system policies and procedures and able to act in accordance with them
- Plans and presents, or coordinates the planning and presentation of, programs for adults, teens, and tweens throughout the library district
- Assists with other library activities (circulation in particular) as needed
- Provides consistent, accurate, gracious, and friendly service to fellow staff and patrons
- Particularly adept at building relationships with adults, teens, and tweens
- Assists in training and sharing relevant information with MVLD staff
- Provides programming information as needed to the Executive Director and/or Assistant Director for the creation of reports or processing of vendor payments
- Provides feedback in the formulation of library policies and procedures
- Evaluates and prioritizes the needs of the MVLD's program offerings on an ongoing basis and recommends new or modified services, programs, and technologies to improve services and/or workflows
- Attends programming-focused meetings
- Assists with reporting issues with building and grounds, patrons, or staff to the appropriate person
- Assists with other duties as assigned by the Executive Director or Assistant Director

OTHER

- This job description is not intended to imply that the duties above are the only duties to be performed by the employee(s) in this position. Employees may be assigned other duties in addition to or in lieu of those described above and any duties are subject to change at any time.
- Employment is considered to be “at will.”
- Candidates are encouraged to apply if they can fulfill the requirements and abilities with or without accommodation