

SPECIAL PROJECT COORDINATOR

Title of Immediate Supervisor: Head Librarian, Administrative Department Head, Assistant Director or Director

Division: Pioneerland Library System

Department: Varies

FLSA Non-exempt

Pay Grade Assignment: Pay Grade 7

GENERAL DESCRIPTION:

Facilitates and coordinates special projects for one or more libraries or for one or more administrative departments.

DUTIES AND RESPONSIBILITIES

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks. Under the direction of their immediate supervisor, the Special Project Coordinator **may** do the following

- Develop and write grants
- Create and implement special projects
- Carry out duties of a special project such as:
 1. Addresses and resolves problems and concerns with project's programs, collections, equipment, etc.
 2. Serve as liaison to immediate supervisor in facilitating communications concerning project's policies, programs, services and procedures.
 3. Engages in public relations, promotions, and activities
 4. Enforces library services policies with customers.
 5. Responds to customer needs (i.e., supervises scheduling outside group use of meeting rooms and project programs), patron comments, and resolves customer complaints.
 6. May serve on committees such as community education advisory council, literacy provider organizations, and county government committees.
 7. Makes appropriate recommendations to the Immediate Supervisor to improve project's operations and services
 8. Prepares reports of project's operations and activities as directed by Immediate Supervisor and may make budget recommendations.
 9. Supervises the collection, accounting, and transferring of library monies to the Administrative office.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of library system operations and procedures.
- Skill and ability to work effectively with the general public and other staff members in responding to needs/requests.
- Skill and ability to plan, implement, and promote specialized events, activities and programs
- Demonstrate decision making skills/abilities.

- Demonstrate public relations and communications skills
- Skilled in operating, training, and assisting others in use of office equipment such as: personal computers, telephone, calculator, adding machine, photocopier, fax machines, LCD projector, smart board etc.

MINIMUM QUALIFICATIONS:

Associate degree and at least one year of work experience in a public library or experience in performing duties and responsibilities of a special project or an equivalent combination of education, training or experience necessary to perform the essential duties of the work.

CERTIFICATION OR LICENSING REQUIREMENTS (prior to job entry):

None

PHYSICAL REQUIREMENTS

Positions in this class typically require: walking, stooping, crouching, reaching, lifting, fingering, feeling, grasping, talking, hearing, and seeing.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Some light lifting and carrying of office materials may be required up to 25 pounds.

JOB CLASSIFICATION HISTORY:

Prepared by JMH 5/17/10