

TITLE: COORDINATOR - LIBRARY MEDIA SERVICES

QUALIFICATIONS:

1. Bachelor's degree in library science or related field; master's degree in library science desirable
2. Experience in planning and organization of library media programs; experience as professional librarian; experience in library administration desirable
3. Knowledge of fields of literature, publication sources and media of communication
4. Knowledge of book and media ordering, processing and cataloging, and circulation practices and procedures
5. Knowledge of principles and practices of supervision
6. Skill and accuracy in oral and written communication
7. Ability to work effectively with staff, students and public
8. Valid driver's license and personal car for use on district business

REPORTS TO: Director I - Curriculum, Instruction & Professional Development

SUPERVISES: Staff as assigned

JOB GOAL: To successfully coordinate district library programs and services to students and staff

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership and expertise in maintaining and enhancing district library programs
2. Plans, organizes and supervises operation of district professional library
3. Participates in reviewing, selecting, ordering and cataloguing materials for school site and district libraries
4. Trains and supervises staff as assigned
5. Assists in preparation and monitoring of related departmental budgets
6. Provides training and resource assistance for district library personnel regarding library practices and procedures, automation requirements, and other related areas
7. Coordinates evaluation and selection of appropriate library materials
8. Serves as resource on literacy, provides book talks and storytelling activities; serves as liaison between the district and community groups supporting literacy
9. Oversees maintenance and circulation of district audio visual resources
10. Provides leadership and expertise in evaluating, selecting, managing and using emerging technologies
11. Works collaboratively with district grant writer to secure funds for library services
12. Prepares and maintains reports, records and budgets
13. Performs other related duties as assigned

TERMS OF EMPLOYMENT: Salary and work year according to current schedule; management salary schedule, code 34

EVALUATION: Performance of this job will be evaluated in accordance with the District's "Improvement of Professional Services" handbook, Board Policies and Procedures and consistent with collective bargaining agreements when applicable