

Abington Community Library
Adult Services Coordinator - Full-Time Position

Because of the nature of work in a small public library, with periods of heavy activity at unpredictable times, each staff member, while having specific duties, must be aware of and able to perform many of the duties of other staff members in order to offer assistance to library users. Recognizing this, the job description that follows describes only the major responsibilities of the position.

This position will require one evening per week, one Saturday per month. Full benefits package is included.

Primary responsibilities:

- Adult collection development and maintenance;
- Interlibrary loans;
- Adult programming: coordination of core programming and the development of new programming opportunities, special programming including author visits;
- Explain the use of the on-line catalog to library users;
- Fill and request interlibrary loans;
- Maintaining statistics;
- Performing reader's advisory services;
- Facilitating an Afternoon Book Club;
- Requesting and maintaining Tax Forms;

Miscellaneous responsibilities:

- Assist with circulation desk duties when required;
- Assist with answering the telephone;
- Ongoing professional development including attendance at trainings, workshops, and webinars;
- Willingness to support all fundraising efforts;
- Other responsibilities as assigned;

Experience and training:

The ability to work cooperatively with library staff, the ability to project a courteous, helpful attitude toward library users, and good communications skills are needed in this position. It is necessary to have computer and typing skills with knowledge of current computer technology, online research, MS Office Suite particularly Word, Publisher, and Excel, eResources, and databases.

Educational requirements:

Bachelor's Degree; current state clearances.

Skills:

Working knowledge of available interlibrary loan services. The ability to project a positive public service attitude. Excellent oral and written communication skills. Creative and open-minded. Organized. Effective time management. Commitment towards follow-through. Programming facilitation (sharing particular skill, talent, and/or interest).

Physical demands:

All staff members, when needed, assist in the charge and discharge of library materials, return library materials to the shelves, maintain an assigned section of the materials collection, and assist library users with their requests. Standing or moving about the Library, moving approximately 30 lb. material bins to other parts of the library, and bending and stretching to return material to shelves required.

Application process:

Please email your cover letter outlining specific qualifications that make you the perfect candidate to join our team and your resume to slongo@albright.org. Application deadline is Thursday, April 18 by midnight.

April 2019