City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Library Services Coordinator</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>LBSC</td>
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<td>Pay Grade:</td>
<td>NU16</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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<td>Job Family:</td>
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<td>Date Revised:</td>
<td>8/8/2022</td>
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**General Summary:** This position is responsible for coordinating services in one of the following areas of responsibility: Public Relations, Events, Systems and Training.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

**All Areas:**

- Contributes as part of the Management Team to plan and prioritize library services, to create and implement departmental procedures, and to recommend policies.
- Manages projects and timelines, both individually and for team coordination.
- Participates in budget planning for departmental activities.
- Analyzes and assesses statistics and use, and recommends services based on the results.
- Provides day to day and evening and weekend supervision, on rotation
- Manages staff by interviewing, hiring, and training employees; scheduling, planning, and assigning work; writing and delivering performance reviews for direct reports; addressing and resolving issues.
- Maintains files, records, policies, procedures, and other documents important to the efficient operation of the assigned area of responsibility.

**Public Relations Coordinator:**

- Develops and maintains contacts with media outlets in the community and serves as library’s media spokesperson.
- Represents the library in the community to provide marketing, relevant and engaging activities, and library services.
- Oversees social networking platforms for library marketing and promotions; investigates use of new and emerging social networking tools and resources.
- Develops and coordinates marketing implementation strategies and outreach initiatives.

**Events Coordinator:**

- Plans a schedule of events to meet educational, informational, and recreational needs of the community as a whole.
• Develops and maintains contacts with service organizations, authors, and event contractors.
• Oversees and establishes goals for Makerspace and STEM events.
• Leads early education initiatives and curriculum and participates in early learner community partnerships.

**Systems and Training Coordinator:**

• Oversees the integrated library system, writing and running reports, troubleshooting patron accounts and catalog records in addition to implementing system upgrades and enhancements.
• Serves as liaison to the Black Hills Library Consortium libraries, solving system‐related issues and troubleshooting shared technology
• Coordinates all-staff, individual employee, and public training.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree from four-year college and three (3) years’ experience pertaining to the area of responsibility, but not limited to marketing, event coordination, training, or technology; or Associates degree in related field and five (5) years related experience as outlined above; or, an equivalent combination of education and experience deemed acceptable by the hiring authority.

**Other Skills and Abilities:**

Demonstrated knowledge of event promotion, advertising trends, Facebook Business Manager, Google Ads Manager, Google Analytics, and the Adobe Suite.

**Working Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed indoors in an office where interruptions may occur. The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.