

ORGANIZATION: City of North Plains
LOCATION: North Plains, Oregon
DEPARTMENT: Library Department

DATE: November 3, 2003

JOB TITLE: Library Volunteer Coordinator

PURPOSE OF POSITION: Provide support to the North Plains Public Library by training volunteer assistants to be consistent with library policies and procedures.

ESSENTIAL JOB FUNCTIONS:

1. Trains and schedule volunteer workforce.
2. Provides routine assistance to patrons in the location and use of library materials.
3. Checks out materials to patrons using computerized circulation software.
4. Keeps immediate supervisor and designated others informed of work progress, problems and/or solutions.
5. Communicates and coordinates with appropriate others to maximize efficiency and effectiveness of library operations.
6. Provides general typing, computer, word processing and printer maintenance.
7. Provides statistical reports for Library Director as requested.
8. Provides information to patrons and the general public on program services.
9. Performs story time when volunteer reader not available.
10. Maintains orderliness and cleanliness of library facility.

AUXILIARY JOB FUNCTIONS:

1. Attend meetings as a city employee as needed.
2. Attend meetings with others in the field of volunteer coordination.

JOB QUALIFICATIONS REQUIREMENTS:

Knowledge, Skills and Abilities: Knowledge of library rules of confidentiality, library policies and procedures. Knowledge of general office procedures and practices, record keeping and reporting, photocopying equipment, the operation of computers, electronic mail and other basic office equipment. Ability to maintain complete and accurate records; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relations with individuals, whether members of the public or coworkers, from diverse groups and backgrounds.

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Experience and training: High School Graduation or equivalency; preference given to post-secondary education, library experience or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the person is frequently required to stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 40 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: The library is less than 600 sqf and is at times bustling with volunteer staff, patrons browsing the collection and parents and children attending story time. The main desk is shared by all staff. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

SUPERVISORY RESPONSIBILITIES: Provides technical supervision of library tasks and policies.

SUPERVISION RECEIVED: Works under the general direction of the Library Director who assigns and reviews work for conformance to laws and departmental rules and regulations. All other supervisory functions, including discipline or performance evaluation of volunteers is reserved for the Library Director. In the absence of the Library Director, direction may be received from city supervisory staff, including the City Manager and the Finance Director.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.