

**CITY OF NEWPORT, MINNESOTA  
JOB DESCRIPTION**



**POSITION:** Library and Community Center Coordinator  
**DEPARTMENT:** Administration  
**REVISED:** *November 2015*  
**CLASS:** Non-Exempt

**PRIMARY OBJECTIVE OF THE POSITION:**

Performs intermediate skilled administrative support work coordinating all activities at the Library and Community Center, providing customer service to library patrons, interacting with volunteers, staff and advisory constituents, performing a variety of library duties, and related work as apparent or assigned. Work is performed under the limited supervision of the Assistant to the City Administrator. Limited oversight is exercised over assigned volunteers and staff.

**QUALIFICATION REQUIREMENTS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**ESSENTIAL FUNCTIONS:**

Conducts formalized patron interviews to assess needs/requests, and performs moderately complex searches of print and multimedia resources to locate information, in the most cost effective manner.

Performs services for patrons utilizing the multiple functions of the computerized circulation systems such as inventory control of materials; assesses the condition of returned materials and assists in locating library materials and information.

Assists with cataloguing and the classification of library materials.

Recruits and coordinates volunteers and their schedules.

Notifies direct supervisor of closures.

Receives and records receipts for all transactions, including, but not limited to, copies, faxes, and book sales.

Understands and implements policies such as the Volunteer Policy and Library and Community Center Policy.

Coordinates library events.

Compiles, calculates and prepares reports.

Performs organizational tasks such as filing material and records; sorting and removing obsolete material; and minor janitorial work.

Attends Library Advisory Committee meetings.

Performs other related duties as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of general public library policies, methods and procedures; thorough knowledge of the principles of cataloging and classification, reference sources and computer systems; ability to be tactful and adept in dealing with a wide variety of people; ability to plan and supervise the work of subordinate personnel; ability to read and comprehend English; ability to learn and use new technologies; ability to explain the services and procedures of the library; ability to report to work on a regular and timely basis; ability to research and answer reference questions; ability to act in a decisive manner using good judgement; ability to provide high quality service by identifying customer expectations and responding appropriately to their needs; ability to establish and maintain effective relationships with library patrons, associates, and the Library Advisory Committee.

**EDUCATION AND EXPERIENCE:**

High school diploma or GED with coursework in in customer service, data entry, or related field and moderate experience, or equivalent combination of education and experience. Associates/Technical degree preferred.

**PHYSICAL REQUIREMENTS:**

This work requires the frequent exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires walking, sitting, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling and reaching with hands and arms, frequently requires standing, lifting and repetitive motions and occasionally requires pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operating machines and observing general surroundings and activities; work occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

**SPECIAL REQUIREMENTS:**

None.