



POSITION DESCRIPTION

Position Title: Regional Services Coordinator
Status & Hour: Full-time, up to 40 hrs/week
Reports to: Library Director
Salary: \$30,000/year

OVERALL RESPONSIBILITY

The Regional Services Coordinator is responsible for a variety of technical, clerical, and secretarial tasks for the Region and based at the Headquarters location of De Soto Trail Regional Library system. This position assists management in the day-to-day operations of DTRL member libraries. This position works under minimal direct supervision and requires excellent organization skills and attention to detail.

ESSENTIAL POSITION FUNCTIONS

- Fosters a climate of participation, creativity, and teamwork with and among staff.
- Collaborates on materials promoting Library programs and services.
- Helps manage and update website.
- Submits news and updates to local newspapers and media.
- Assists with the monitoring, maintenance, and postings on Library's Social Media accounts.
- Assists with library staff training and events.
- Assists with marketing and communication for the region.
- Provides secretarial and clerical support to library admin and management when needed, including: answering calls, taking messages, arranging appointments, scheduling interviews, and handling correspondence.
- Helps identify, secure, and execute grants for regional activities/services as well as individual Member Libraries.
- Assists with technology and device set up.
- Stays current with DTRL and PINES policies and procedures.
- Assists with PINES updates, testing, and Helpdesk.
- Gathers regional statistics and produces statistical reports; assists with preparation of other reports and documentation.
- Serves and assists with as System Safety.
- Accurately processes and maintains consistency in the appearance of library materials
- Corrects processing issues of existing library materials
- Performs cataloging and collection development tasks, including updating record, processing incoming materials orders, etc.
- Assists with library collection maintenance and organization projects
- Organizes processing supply inventory and anticipates supply needs in a timely manner
- Works at Member Libraries as needed, planned or scheduled.
- Provides courier deliveries to Member Libraries.
- Helps develop staff training and development.
- Attends staff development workshops and other training as needed.
- Performs other duties as assigned and required by the needs of the organization.

REQUIRED QUALIFICATIONS

Education, Training and/or Experience

- High School Diploma
- Proficient in Microsoft Word and Excel or Google Workspace. Knowledge of computers, current information technologies, social networking, and internet use.

Knowledge, Skills, and Abilities

- Must be able to work independently.
- Strong oral and written communication skills.
- Attention to detail; ability to follow direction and complete assignments.
- Ability to set goals, report progress, and meet deadlines.
- Excellent office skills - organization, filing, computer use.
- Flexibility: ability to return to interrupted tasks and prioritize needs of different departments.
- Ability to use tact and diplomacy in working with staff, board members, and the public.
- Professional & pleasant telephone manner.
- Able to follow established procedures, and to recommend or implement new procedures.
- Ability to maintain a satisfactory (good/average) or higher rating in annual performance evaluation.
- Ability to meet the work schedule of the job.
- Obtain and maintain a valid Georgia Driver's License and maintain a Motor Vehicle Report that is within the guidelines of the Library's Insurance carrier
- Access to a reliable means of personal transportation and ability to travel.
- Willing to acquire technology/IT training to help meet the needs of the region.

PREFERRED QUALIFICATIONS

- Library experience.

PHYSICAL SKILLS

- Ability to sit or stand and use computer for extended periods and operate standard office equipment, daily.
- Ability to lift and move up to forty (40) pounds and push one hundred (100) pounds, occasionally.

WORKING CONDITIONS

- Majority of work performed in general office and library environment.
- Requires participation and attendance at community/outreach events and training.

This position description is not intended to be a complete list of all responsibilities, skills or working conditions associated with this position and is subject to review and change at any time in accordance with the needs of the De Soto Trail Regional Library. Reasonable accommodations may be made to enable someone with a qualifying disability to perform the essential functions of the position.