

## Winnefox Library System Position Description

**Position:** WCTS Program Coordinator  
Full-time, exempt position

**Date:** January 29, 2014

**General Purpose:** Coordinates the cooperative purchasing, technical processing service for Winnefox Library System. This service primarily serves the 19 public libraries in Green Lake, Marquette, and Waushara Counties.

**Supervisor:** Assistant Director

**Supervises:** WCTS Office Clerk; WCTS Pages

**Salary Matrix Level:** E

### Essential Duties and Responsibilities

Duty / Responsibility	Performance Standards
<b>Administration</b>	
Records invoices from vendors.	Accurate records are kept; bills are paid on time
Bills libraries and records payment.	Libraries are billed and payments are recorded accurately.
Deposits checks.	Bank deposits are made at least once a week.
<b>Supervision</b>	
Supervises WCTS staff	Office is managed in a smooth and efficient manner.
Hires and disciplines WCTS staff, under direction of Assistant Director	Office is managed in a smooth and efficient manner.
Schedules part-time staff	Staff are scheduled so tasks are done in a timely manner. Records are kept so staff work appropriate number of hours.
<b>Cooperative Purchasing and Processing</b>	

Prepares monthly Material Review Lists from book reviews, bestseller lists, and articles on forthcoming books and publishing trends.	Lists are issued monthly and contain titles that are appropriate for member library collections. Members are satisfied with items selected and mix of subjects and genres in the lists.
Compiles Special Collection lists on request.	Useful lists are compiled.
Meets with publisher's representatives, schedules attendance at meetings, and negotiates discounts for libraries.	Strong relationships with vendors are maintained; good discounts are offered
Researches furniture, supply, and equipment alternatives on request of member libraries.	Price comparisons are received and compared; libraries are satisfied with information received
Coordinates cooperative purchasing of supplies.	Libraries receive lower prices through cooperative purchasing. Stocks of supplies on hand is sufficient for day-to-day use and to fill library requests.
Coordinates purchase of books, DVDs, and other materials	Orders for materials are sent out monthly. Special orders are sent out weekly.
Supervises processing of books, DVDs, and other materials.	Materials are processed according to library specifications. Materials are processed and sent to library within one week of receipt.
<b>Meeting Planning and Attendance</b>	
Attends meetings with member library directors, library staff, and Winnefox staff as assigned.	Attends and participates in meetings.
Schedules and supervises semi-annual Collection Development workshops	Workshops on topics of interest to member libraries are held as scheduled.
Assists other Winnefox staff with set-up for meetings and workshops.	Assistance is provided as requested.
<b>Rotating Collections</b>	
Selects new titles for rotating collections.	Items are added at least quarterly. Library staff and users are satisfied with items selected and mix of subjects and genres in the collections.
Withdraws damaged and outdated titles and orders replacements.	Outdated titles are withdrawn and replaced at least annually. Replacements for damaged items are ordered within 2 weeks of receipt of the damaged

	item.
Schedules collection rotations between libraries.	Collection packages rotate smoothly.
<b>Library Workdays</b>	
Provides consulting and assistance to member libraries as requested.	Tasks are completed as scheduled; workdays are seen as a valuable service

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to work independently without direct supervision.
- Ability to supervise the work of subordinate staff.
- Ability to establish and maintain effective working relationships with member library staff and Winnefox staff.
- Valid Wisconsin driver's license, means of transportation, and willingness to travel to participating libraries and state-level meetings.
- Writing and editing skills in a variety of media, including print, electronic and digital.
- Computer skills including confident use of personal productivity software (word processing, spreadsheet, email, calendaring, presentation) and web-based communication tools.
- Interpersonal skills; capable of working in a team environment.
- Coaching skills, including the ability to clearly and patiently explain how and why tasks are to be performed.
- Skill in communicating effectively with people from diverse backgrounds.
- Ability to effectively delegate tasks to maximize productivity.
- Ability to handle multiple projects and deadlines
- Ability to adapt to change; willingness to teach and learn new ways of doing things, including new technologies.
- Familiarity with research, data analysis and presentation
- Good working knowledge of standard library practices in selection, processing and cataloging of library material.
- Ability to develop a good working knowledge of library automation.

#### **REQUIRED EDUCATION AND/OR EXPERIENCE**

Bachelor's degree or any combination of education and experience that provides the necessary knowledge and skills. Ability to acquire and maintain a Grade II library director certification. Three to five years of library experience.

**TOOLS AND EQUIPMENT USED**

Typical office equipment, computers and software including computer workstation, computer projector, calculator, fax machine, photocopier, telephone, and printers.

**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 may be required to stand for extended periods of time; talk and hear; use hands to dial, handle, or feel objects or controls; and reach with hands and arms. The employee may be required to kneel, walk, stand, bend, twist, push and pull. Job requires employee to be able to push carts and lift boxes weighing up to 50 pounds.

**WORK ENVIRONMENT**

Typical office environment. The person in this position may travel to meetings in member libraries several days per month.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview; background check; and job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and employee. It is subject to change by the employer as the needs of the employer and requirements of the job change.