CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3415 **TITLE:** LIBRARY PROGRAM COORDINATOR **GRADE:** S-28

DEFINITION:
Under direction, to administer and coordinate a defined function or program area of the Library System; to provide resource services to community and regional public librarians; and to do related work as required.

TYPICAL TASKS:
Plans, directs and coordinates a comprehensive program for a specialized technical or administrative function, such as adult or young people's materials selection, information services, media services, cataloging, acquisitions, training or personnel administration;
Supervises activities of subordinate professional and support staff;
Completes or reviews employee performance evaluations;
Designs, monitors and analyzes surveys, procedures, statistics and reports to measure and evaluate program/material utilization and service delivery;
Coordinates activities and closely interacts with other program coordinators and library operations personnel to provide guidance in, achieve conformance with and insure continuity of technical procedures and to maximize service delivery and avoid duplication of effort;
Designs and assesses training needs and prioritizes and implements comprehensive training programs;
Plans and conducts staff workshops in specialized areas;
Oversees the selection, maintenance and development of media materials and equipment;
Develops, implements and administers the System's cataloging, acquisition or materials selection procedures;
As personnel officer, plans and coordinates personnel functions and instructs staff on personnel policies and procedures;
Conducts studies concerning staffing needs and utilization;
Develops short- and long-range plans and objectives for assigned program area and participates in the development of system-wide policies, procedures, goals and objectives;
Prepares and administers program budget;
Advises administration on new policies, methods or technologies and recommends changes in existing programs and procedures as appropriate;
Assists in planning new facilities;
Reads professional literature and keeps abreast of developments in the field;
Oversees the maintenance of records;
Prepares detailed activity and special reports as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
Knowledge of and ability to apply the principles and methods of specialized professional library work such as cataloging, reference, acquisition and personnel work;
Knowledge of the principles and practices of planning and organizing workloads;

Thorough knowledge of statistics and budget preparation;
Ability to develop policy;
Ability to train and supervise subordinates;
Ability to compile and analyze facts and related data;
Ability to prepare reports and direct the keeping of records;
Ability to develop and maintain cooperative working relationships with professional and clerical staff and with the general public.

EMPLOYMENT STANDARDS:
Graduation from college with a Master's degree from an accredited library school and four years of professional library experience, with two years in a supervisory capacity.

NECESSARY SPECIAL REQUIREMENT:
Possession of a certificate issued by the Virginia State Board for Certification of Librarians.

APPROVED: October 25, 1982

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