

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Library Service Coordinator	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Library	<b>REPORTS TO:</b>	Director of Library Services
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**Position Summary:** The Library Service Coordinator provides support in the library. Under administrative direction, plans, organizes, and directs staff of the Library. This support is crucial in providing front-line and time-sensitive customer-oriented service and facilitating access to library resources for research and learning.

**Position responsibilities:**

- Coordinate the development and assessment of library services.
- Help lead the circ/reference desk.
- Provide collection interpretation for students, faculty, staff, and researchers.
- Support public outreach programs and events.
- Contribute to digitization projects, archival processing, technology migrations or updates, or other initiatives.
- Provide first- and second-line support at the library.
- Provide feedback to the Library Director.
- Responsible for the library's electronic locker system, allowing contactless patrons to pick up and drop off materials.
- Resolve material and service issues.
- Assists library patrons with copier problems, study rooms, or other related questions.
- Support the philosophy and mission of the College.
- Evening and weekend hours might be required. A regular evening reference shift may be a part of the schedule for this position.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

Demonstrating working towards a Library Science degree. Completing at least 6 hours of library coursework from an accredited university would be a consideration. At least one year of management experience related to the preferred duties and responsibilities. Library experience in an academic setting. OR

Graduation with a Bachelor's degree from an accredited college or university in a related field, plus (3) years of proven experience in a management capacity with escalating supervisory duties.

**Knowledge, Skills, and Abilities Required:**

- Ability to supervise and train employees, including organizing, prioritizing, and scheduling work assignments.
- Thorough knowledge of online research databases, citation methods, and print resources.
- Strong computer/technology skills.
- Instruction aids/videos and other instructional/informational materials and the ability to collaborate and work congenially with faculty and staff.
- Current knowledge of library technologies and LMS systems (OCLC WMS), discovery tools (WorldCat), EDS, emerging educational technologies, Microsoft Office Suite, and LibGuides 2.0.
- Excellent customer service and organizational skills.
- Excellent oral, written, and interpersonal communication skills.
- Excellent analytical, critical thinking, and problem-solving skills.
- Physical ability to do moderate lifting and to push full book carts.
- Strong commitment to helping students learn and succeed.
- Demonstrate a positive, active, and cooperative outlook.
- Team player and collaborative worker

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- Evening and weekend hours required.

- No or very limited physical effort is required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.