



JOB ANNOUNCEMENT

ADULT SERVICES COORDINATOR

MEDFORD LOCATION

FULL-TIME/40 HOURS PER WEEK

\$56,236 TO \$70,435 PER YEAR

\$27.04 TO \$33.86 PER HOUR

CLOSES SEPTEMBER 27, 2021 – OPEN UNTIL FILLED

ABOUT JCLS

With more than 200 days of sunshine each year, Jackson County, Oregon is located midway between Portland and San Francisco. The region boasts beautiful valleys and mountain lakes, wineries, wild rivers, easy access to the Redwoods and coast, and cultural entertainment to rival big cities.



Jackson County Library Services (JCLS) serves the 220,000 residents of Jackson County with 15 branch libraries. The mission of the Jackson County Library District is to connect everyone to information, ideas, and each other. We provide a wide range of children’s, teen, and adult physical and electronic resources and collections as well as outreach services, including booktalks for elementary and middle school students, services for homebound patrons, and outreach to childcare centers. Our ever-changing [calendar of programs](#) and events is diverse, including musical performances, lectures, art exhibits, classes, book groups, storytimes, and more.

THE POSITION

The Adult Services Coordinator is a senior level, full-time position. This Librarian provides professional assistance for Adult Services to library patrons and staff and plans a variety of library programs. The primary focus of this position is to develop and oversee strategic and innovative initiatives to achieve JCLS’s mission and strategic goals and to coordinate with staff across all 15 branches of the District to provide quality Adult Services and programming including Summer Reading Program.

DUTIES AND RESPONSIBILITIES

**Applegate Ashland Butte Falls Central Point Eagle Point Gold Hill Jacksonville Medford
Phoenix Prospect Rogue River Ruch Shady Cove Talent White City**

- Oversees the development of District-wide adult services program goals and directs the Adult Services Librarians, Branch Managers, and support staff in the planning, coordinating, and administering of adult programs and outreach events on a local library and District level.
- Supervises Outreach staff, specifically At Home Services and the Business Outreach Librarian.
- Supports the JCLS mission and vision in guiding the District's 15 libraries in creating and implementing a unified, District-wide approach to the delivery of dynamic adult library programs for all of its libraries.
- Translates JCLS strategic goals into clear, actionable direction specifically for Adult Services Librarians and generally for JCLS staff.
- Leads, coaches and mentors a dynamic team of librarians that provide excellent and relevant customer service in all areas of adult literacy, life-long learning, reader's advisory, and adult-centered outreach.
- Hires, supervises, supports, develops and evaluates staff directly responsible for the expert provision of Adult Services and Outreach.
- Assists staff with obtaining programming available from outside sources and collaborates with the Youth Services Coordinator in planning complementary Summer Reading programs.
- Serves as the liaison for adult-focused community outreach events, coordinating and participating at all offsite programming for all branches.
- Collaborates with community partners and maintains a comprehensive database of all community organizations that organize outreach events.
- Serves as liaison with community groups and identifies and analyzes emerging community issues and needs to determine direction for outreach services
- Coordinates staff, communicates with the library's Marketing team, and makes all other necessary arrangements to attend outreach events with requisite materials to showcase library resources to the community.
- Prepares and monitors the Adult Services annual budget including coordinating budget requests and monitoring spending activity throughout the fiscal year.
- Participates in the selection, ordering, and deselection of library materials.
- Attends professional meetings and conferences to keep up with the latest trends and advances in the adult programming; maintains an awareness of new technologies.
- Communicates with supervisor, employees, volunteers, other departments, service providers, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Represents and advocates for Adult Services on the Public Services Team.
- Leads, coordinates and/or serves on various internal and external committees.
- Keeps staff informed of current topics and trends in library adult programs and evaluates potential programming options.
- Knows and understands the American Library Association's Bill of Rights, Freedom to Read Statement and Freedom to View Statement, recognizing that freedom of access is a fundamental tenet of a public library. In addition to these freedoms, support client discretion of materials available at the local library(ies).
- Follow all legal and policy requirements related to patron privacy and custodianship of patron records.
- Regular attendance.
- Performs other duties as assigned or required.

KNOWLEDGE, SKILLS AND ABILITIES

- Managerial principles for the administration and organization of a multi-branch library system
- Highly organized, innovative thought-leader.
- Ability to implement high-quality adult services programs.
- Excellent public speaking skills and the ability to lead public discussions and presentations.
- Ability to achieve goals while effectively leading a team whose members have a wide range of skills, knowledge, abilities and responsibilities.

- Comfortable being in the public face of the library.
- Print and digital collections for adults; working knowledge of collections for children and teens.
- Professional library principles, practices, techniques, and standards as they pertain to the delivery of public library services, customer relationships, and confidentiality of information.
- Library/leadership trends and practices, including demonstrated expertise managing staff with a wide range of skills, knowledge, and abilities.
- Ability to research and use a wide variety of library databases.
- Administrative analysis and report preparation, including assessment methods and tools.
- Available to promote services, staff outreach tables, and cultivate new partnerships.
- PC applications for library operations including library software, word processing, spreadsheets, email, Internet, presentation software, and data management.
- Ability to work in a self-directed environment with minimal guidance.
- Demonstrated success building and maintaining excellent interpersonal relationships.
- A commitment to a high level of customer services and patron satisfaction.
- Excellent communication skills, both verbal and written.
- Effective organizational, time management, project management, and problem-solving skills.
- Able to work a flexible schedule including weekdays, evenings, and weekends.

QUALIFICATIONS

MINIMUM QUALIFICATIONS

- Masters of Library and Information Science from a ALA accredited institution.
- Five years of supervisory experience.
- Three years of Adult Services and programming experience.
- Experience using library databases and services including materials selection tools.

PREFERRED QUALIFICATIONS

- Bilingual.

SPECIAL REQUIREMENTS/LICENSES

- Criminal background check required.
- Must have valid driver's license and required mandatory insurance when operating a privately owned vehicle for business purposes.
- Must be able to travel to other locations to perform work, and/or attend work-related meetings, workshops or conferences.

WORKING CONDITIONS

While performing the duties of this position, the employee is continuously required to communicate by talking and listening, use of fingers and hands, repetitive motion and sitting. Frequently required to stand, walk, reach, sit, and feel. Occasionally bend, stoop, grasp, and rarely to feel, kneel or crawl. The position requires mobility, including the ability to move materials weighing up to 5 pounds on a regular basis such as files, books, office equipment, etc.; may infrequently require moving materials weighing up to 20 pounds.

Manual dexterity and coordination are required over [75%] of the work period while operating equipment such as computer keyboard and standard office equipment.

Travel to other district locations and/or to workshops/professional meetings/conferences.

This level has a work environment that is well protected, with virtually no hazards or obstacles. There is very little element of personal risk or hazard. Job conditions are stable, usually well managed, and very comfortable. Conditions may consist of the following:

- Reading for comprehension and direction (policies & procedures)
 - Speaking to share, respond and maintain relationships or to convey instructions and/or direction
 - Presenting to a wide range of ages and audiences to inspire lifelong learning
 - Considerable cognitive process to make effective decisions for non-routine work
 - Various equipment includes computers with a keyboard and mouse, telephone, and other electronic devices to share documents, information, and discussion
 - Deadlines and changing priorities with multiple demands on time
 - Attendance at evening and weekend meetings and/or social/business events
 - Available for emergencies and off-schedule contacts
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SALARY

This position is placed at range P on the JCLS salary schedule, and has a starting salary range of \$27.04 to \$28.72 per hour and \$56,236 to \$59,741 per year. The full salary range is \$56,236 to \$70,435 per year and \$27.04 to \$33.86 per hour. Placement on the salary schedule is based upon education and experience.

BENEFITS

JCLS offers a competitive benefits package including 401(a), medical, dental and vision coverage to employees and qualified dependents. In addition, JCLS provides vacation, sick leave and paid holidays.

SELECTION PROCESS

After the preliminary screening, selected candidates will be invited for an initial interview. Videoconference interviews (in lieu of an in-person initial interview) will be offered. Candidates to be interviewed will be selected from applicants who most closely meet the minimum and desired qualifications. Meeting the minimum qualifications does not guarantee an interview.

JCLS reserves the right to re-advertise the position or to delay indefinitely filling of the position if it is deemed that applicants for the position do not constitute an adequate applicant pool or if funding is not available.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all of the pre-employment requirements prior to appointment that include, but are not limited to; verification of their legal right to work in the United States, and a background check.

ACCOMMODATIONS

Applicants requiring reasonable accommodations in completing the application or the interview process must notify the Human Resources Department in advance.

EQUAL OPPORTUNITY EMPLOYER

JCLS provides equal employment opportunities to all employees and applicants for employment, and prohibits discrimination and harassment, of any type, without regard to race, color, religion, age, sex, national origin, marital status, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, transfer, leaves of absence, compensation, and training.

The organization employs affirmative personnel measures to ensure the achievement of equal employment opportunities in all aspects of employment, and the work environment. These policies of nondiscrimination will prevail throughout every aspect of the employment relationship, including recruitment, selection, compensation, promotion, transfer, layoff, termination, training, and conflict resolution.

APPLICATION PROCESS

In order to be considered for this position, applicants must submit a **JCLS Application, Cover Letter and Resume**. The JCLS Application can be found [HERE](#). These items must be turned in to the Human Resources Department no later than **September 27, 2021 at MIDNIGHT PST**.

Materials can be submitted by emailing to bfogerty@jcls.org. Only candidates with complete materials and who meet the minimum qualifications of the position will be considered.