

GENESEE COUNTY

PROGRAM COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a responsible position concerned with providing library services to specialized groups of library patrons of Genesee County. A person in this position is responsible for the coordination and development of volunteer placement sites based on Genesee County's library service needs. The duties are performed under the general supervision of the Library Director or his or her designee. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Recruit, train, and schedule volunteers for delivery services;
Establish contacts with clubs, organizations, and appropriate agency personnel in Genesee County;
Arrange for presentations to service clubs to promote grant program;
Identify eligible participants and establish customized delivery schedules;
Prepare survey forms and other tools to profile reading interests and informational needs of participants;
Work with librarians to select, purchase, and process library materials;
Purchase equipment and supplies to use with library materials;
Select and purchase materials for programming at residential facilities, libraries or adopted book center agencies;
Coordinate promotional materials and activities;
Implement and promote telephone contact to arrange for delivery services in Genesee County;
Help establish advisory committee and meet regularly with committee to carry out program goals and activities, and to monitor and evaluate types and extent of services;
Arrange for depository collections and service at resident facilities or adopted book centers;
Report statistics and collect data to evaluate grant program and services;
Work collaboratively with library staff liaison at Richmond Memorial Library.
Act as media spokesperson for program;
Oversee the creation of web pages and on-line information associated with the program.

The above examples of duties are intended only as illustrations of the various types of work 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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS: Good knowledge of the characteristics, needs and interests of the specialized library patrons being served; good knowledge of community agencies, facilities and services which can be utilized to aid the specialized patrons; working knowledge of public information and relations techniques; working knowledge of computer programs such as word processing, email and internet; ability to communicate clearly and effectively both verbally and in writing; ability to organize.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER:**

- A. Possession of an Associate's Degree in Human Services, Social OR Behavioral Sciences, Public Administration, Education, or a closely related field;

OR:

- B. Completion of 30 semester hours of a four year program leading to a Bachelor's Degree majoring in one of the areas in (A) above, PLUS one (1) year of full-time, paid experience in education, recreation, community development, community health services, counseling social work, public administration, work placement or related fields;

OR:

- C. Two (2) years of experience as indicated in (B) above;

OR:

- D. An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Part-time and/or volunteer experience may be credited on a pro-rated basis.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class

Adopted 9/17/99

Revised 5/20/02

Revised 10/27/06

Revised 11/30/07