



Part Time Clerk Adult Services Coordinator Job Description and Responsibilities

The Adult Services Coordinator is an essential part of the services at Naples Library. They are responsible for planning and presenting library programs, initiatives and experiences for adults and senior citizens as well as provide reference services and patron education. This position is also responsible for community outreach, social media presence, and the promotion of adult services and programs, and library materials. Details of responsibilities are as follows:

Specialty Responsibilities:

- Collaborates with Director and other staff to orchestrate and schedule programs provided by outside sources/experts
- Has the ability to lead programs such as book discussions, crafting and technology help.
- Has the ability to work independently, is self-driven.
- Researches and recommends current and best practices in community programming
- Promotes/markets library services, programs and offerings
- Seeks and completes continuing education/ professional development opportunities
- Updates and monitors program registration
- Represents the Library at community events, and off-site or outreach events.
- Provides advanced personalized advisory services to patrons
- On occasion, researches and makes adult collection suggestions
- Communicates reminders about events to the community
- Coordinates with OWWL Library System about programming, utilizing them as a resource for outreach, networking and materials
- Coordinates with local stakeholders including local businesses and organizations to generate more interest among the community
- Applies for grants that could be used to fund adult programming

- Creates a safe environment for the community to socialize and engage in educational opportunities.
- Must be proficient in Google Suite, Canva, Windows and Microsoft Office.

Clerical Responsibilities:

- Arranges or files materials according to library filing rules;
- Performs routine searches of and updates to computer programs; Issues borrowers cards according to library procedures;
- Performs routine circulation, reserve and overdue functions;
- Oversees the sorting and shelving of library materials; Makes and checks routine arithmetic computations;
- Operates office equipment such as photocopiers, fax machine or computers;
- Answers the telephone and takes messages;
- Calls patrons to deliver messages or information on library materials;
- Types cards, lists, labels, or short entries on forms.
- Greets patrons and provides proactive assistance
- Assists patrons with library account maintenance (check out, placing holds, fines)
- Helps patrons with advanced reference and tech assistance
- Provides leadership and support to other staff
- Has the ability to maintain a cash drawer

5/2/23