



Position Description

Job Title	Special Projects Coordinator
Department	Library
Employment Status	Full time
Exempt/Non-Exempt Status	Exempt

Scope of Work

Under the general direction of the Library Director, this position provides administrative support to the Library Director, Library Board and the Library's administrative team members (Department Managers), **according to the policies set forth by the Library Board and in alignment with the organizational vision, mission, service values, and goals.** The Special Projects Coordinator manages staffing functions including, but not limited to, confidential human resources consultation with employees and managers, staff training, recruiting, hiring, disciplinary, and termination procedural tasks under authority of the Library Director.

Supervision

Received	Library Director
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change. **The Library expects that each employee will offer his or her services wherever and whenever necessary to ensure the success of all services that we provide to our customers.**

- Serves as the primary source point for Library employees, Library Board of Trustees, Friends members, citizens and patrons; answers inquiries regarding policies and procedures; provides information; responds to technical inquiries.
- Assists the Director in establishing Library goals and priorities.
- Formulates policies for Library Board consideration or approval.
- Meets with members of the Library management staff to coordinate shared projects.
- Prepares and maintains files, records and reports as required.
- Develops, plans and manages the Library human resources program and makes recommendations to

the Director and the Human Resources Committee regarding personnel matters and human resources policies and procedures, including such activities as overseeing the hiring, managing and training of professional, paraprofessional and support staff, coordinating the staff development and continuing education initiatives; assists with a variety of other staff issues including disciplinary actions and FMLA requests.

- Oversees the work of the Equity, Diversity and Inclusion Committee. Works to ensure initiatives and training programs fall within the Library's Strategic Service Plan.
- Assumes control of various special projects as they arise to improve operations, decrease turnaround times, streamline work processes, and work cooperatively with staff and outside agencies to improve general customer service to customer base.
- Processes on-boarding paperwork for new employees; conducts new employee orientation; ensures employment eligibility in compliance with Department of Homeland Security regulations; process off-boarding paperwork for all outgoing employees.
- Prepares Board of Trustee mailings; distributes all documents via mail or email; saves agendas to the shared network and City website; posts meetings on the City's website calendar; saves approved minutes to shared network and City website; distributes and posts required documents in accordance with Wisconsin open records/meetings laws.
- Schedules and attends Board and Committee meetings and prepares minutes for approval and publication; ensures meeting quorums in compliance with Wisconsin open meeting laws; participates in Board of Trustee orientations.
- Serves as staff liaison to the Friends of the Library; attends Friends meetings; receives and processes new membership requests and maintains membership database; works closely with the Friends financial officer; submits reimbursement requests and tracks their annual budget; processes and acknowledges all gifts and donations made to the Friends of the Library.
- Processes memorial and gift dollars to the Library and acknowledges donations; forwards book requests to the acquisitions department; maintains required records.
- Facilitates the Library's Public Art program; updates the Library's program brochure; coordinates schedule for the rotating art collection.
- Tracks supply inventory; places supply orders and works with vendors in accordance with City's purchasing policy; negotiates pricing and/or discounts; uses cooperative purchasing contracts when available; monitors the administrative budgets; receives and checks in supply orders and distributes to departments; develops annual budget for administrative supply accounts.
- Compiles monthly statistics and reports; submits information and statistics for the annual American Library Association and Public Library Association surveys; compiles statistics for the Annual Report to the State Department of Public Instruction and finalizes after Board approval; calculates and submits out-of-county reimbursement requests based on annual report numbers; forwards copier statistics to City Hall Information Technology Department.
- Maintains confidential Human Resources files and general files in accordance with the Library's record management policy; maintains and updates confidential personnel database; and tracks vacation earnings for all employees.
- Maintains and updates staffing lists; processes change of address requests; maintains and updates historical employee and Trustee list.
- Plans and coordinates special events.
- Assists employees with travel plans for conferences and seminars; processes registrations.
- Troubleshoots issues with copiers, postage meter, printers, etc.

<ul style="list-style-type: none"> Serves as backup Library bookkeeper; reconciles daily cash drawer; enters monthly vouchers into financial system; maintains financial records and tracks library budget; ensures that supervisors have approved bi-weekly payroll. Processes Library Director's mail; answers phones and directs calls; processes correspondence. Publishes the weekly master schedule. Prepares employee ID badges for other City departments. 	
Other Job Functions	
<ul style="list-style-type: none"> Performs related duties as assigned. 	
Requirements of Work	
Graduation from high school and additional college coursework in business or library administration and at least 4 - 6 years of experience in a library or other office environment; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:	
Knowledge of	<ul style="list-style-type: none"> Library services, policies and procedures. Business English, including grammar, punctuation, format and tone. General office procedures and the use of standard office equipment and various software programs.
Ability to	<ul style="list-style-type: none"> Multitask and prioritize workload. Work independently with minimal supervision. Establish and maintain effective working relationships with supervisors, coworkers and the general public. Maintain confidentiality.
Skill in	<ul style="list-style-type: none"> Listening, oral and written communications. Public relations. Organization and attention to detail. Dealing courteously and professionally with others. Typing at a minimum speed of forty (40) WPM.
Necessary Special Requirements	
None.	
Physical Demands	

physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is occasionally required to bend, climb, balance, stoop, kneel, crouch, or crawl and smell.
- The employee must occasionally lift and/or move up to 25 pounds.