

Northeast Kansas Library System

Title:	Office Coordinator
FLSA Status:	Non-Exempt/Salaried Hourly
Reports to:	Director

Position Summary

Under the supervision of the System Director, the Office Coordinator serves as the first point of contact for members and other customers, on the phone or in person. The Office Coordinator will handle various library functions, provide support services for continuing education events and general office duties.

Qualifications

- Demonstrated organizational skills, with the ability to prioritize and manage multiple tasks and ongoing activities simultaneously.
- Must possess strong computer skills using the Microsoft Office product suite, Google Apps, and be able to learn new applications quickly.
- Be self-motivated, resourceful and detail-oriented.
- Must possess strong written, verbal and interpersonal skills.
- Ability to work effectively with co-workers and member librarians, demonstrating a friendly, collegial manner.

Essential Functions

- Serve as the first point of contact for member librarians and other customers. Answer telephone, route calls to appropriate staff, and record and distribute telephone messages.
- Facilitate local arrangements, registration and other activities not related to program content for NEKLS workshops and conferences, under the direction of the staff person responsible for that event.
- Enter and edit data in NEKLS databases.
- Manage files, record systems, office supplies and inventory. Order and pick up supplies as necessary.
- Coordinate building maintenance with vendors.
- Coordinate system vehicle maintenance.
- Assist with gift processing, gift acknowledgement, and gift reporting.
- Assist Youth and School Services Consultant with summer library program orders and distribution of materials.
- Assist with the receipt and tracking of grant applications, agreements, and other received documents.
- Assist Courier Coordinator as a back-up for fielding calls associated with courier services.
- Manage incoming and outgoing mail along with shipping and receiving duties.
- Provide all clerical services as required to support the effective operation of the system office and the activities of other staff.
- Perform library clerical work as assigned.

Marginal Functions

- Perform other duties as deemed necessary or assigned

The specific statements shown in each section of this description are not intended to be all inclusive, but represent typical elements and criteria considered necessary to successfully perform the job.

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Position Requirements

Experience: The Office Coordinator will have acquired the necessary knowledge and skills to perform the job reasonably well within six months of employment. Prior office experience is a definite plus. The ability to operate a vehicle, and hold a valid personal driver's license is required.

Education: Associate's degree is required; Bachelor's degree preferred.

Technical Skills: The Office Coordinator must be able to file and sort items in accordance with established procedures based on alphabetic or numeric coding, as well as be able to type and efficiently use and operate personal computers and various software packages, printers, copiers, audio-visual equipment, other office equipment, tools, and supplies. The successful candidate must possess strong communication, organizational, and public relations skills.

Decision Making: The Office Coordinator makes decisions about performing daily duties in the most efficient manner. Policy and budget decisions must be made in communication with, and subject to the approval of, the Director.

Supervision: The Office Coordinator does not have supervisory responsibility.

Personal Relations: The Office Coordinator will be in daily contact with the public, co-workers, and member librarians.

Essential Physical Functions: The physical demands to perform this job are the ability to operate computers and office equipment, and to operate a motor vehicle. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

Reasonable accommodations that do not create an undue burden will be made to enable individuals with disabilities to perform this job.

Selection Guidelines

- Cover letter and resume, written application, oral interview, reference check, and job-related tests as required by the System Director.

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Employee Certification

I hereby understand and acknowledge that any employment relationship with the Northeast Kansas Library System is “at will”, which means that the employee may resign at any time and that the Northeast Kansas Library System may discharge the employee at any time, with or without cause. It is further understood that the “at will” employment relationship may not be changed by any written document or by conduct unless such change is acknowledged in writing by an authorized executive of this organization.

The above job description is not an employment agreement between the employee and employer. Changes will be made by the employer as the needs and requirements of the job change.

I have read this job description and am qualified for the position it describes. I hereby certify my ability to perform all essential functions of the position as stated in this position description.

<Employee Name>

Date

<Name>, System Director

Date

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