

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2016**

PUBLIC SERVICES COORDINATOR: LIBRARY AND LEARNING COMMONS

FLSA STATUS: EXEMPT – PAY GRADE: 15 - C

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Public Services Coordinator provides college-wide coordination, administrative assistance and management support functions required for the operation and maintenance of Library and Learning Commons (LLC) public services systems and operations.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Under the supervision and direction of an LLC Campus administrator:

Provide college-wide coordination, maintenance, and reporting on the following LLC public services systems:

Interlibrary Loan Services

Intercampus Library Material Delivery Services

Patron Notification/ Billing Services

Collection Management/ Inventory Services

Provide support to staff and campus level activities associated with circulation of library materials, interlibrary loan and reserves.

Work with Technical Services staff to coordinate and/or resolve patron database/ catalog database issues.

Work with FSCJ IT and the Florida Virtual Campus to coordinate patron database loads and related issues.

Provide support in the solution of problems, i.e. patron database overrides, extended loan periods, etc.

Supervise student workers and support staff in assigned areas.

Prepare department reports of assigned public service areas.

Pursue professional development opportunities designed to improve job skills.

Serve on campus and college wide committees and task forces as appropriate.

Perform special projects and/or additional duties as assigned by supervisor.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Associate's degree from an accredited institution and four (4) years of general office or business experience with two (2) years of supervisory experience.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited institution. Experience in library public services systems.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 06/2016