

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2026**

LIBRARY COORDINATOR SENIOR

FLSA STATUS: EXEMPT – PAY GRADE: – 19 - P

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

GENERAL STATEMENT OF JOB

The Library Coordinator Senior provides college-wide technical support, training, and oversight of the library's patron record load, interlibrary loan, and inventory processes. This position designs, markets, and facilitates programming for all seven library locations. This position manages the College's archive, including online content, and provides research assistance for questions related to FSCJ's history.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Manages all marketing for the library, including designing graphics and writing copy for event posters, social media channels, newsletters, and internal distribution methods (monitor slides, all-College emails, College calendar); and manages printing and distribution of all physical marketing materials; and liaises with Marketing department to ensure materials meet College branding guidelines.

Gathers, sorts, assesses, and shares the College's archival material, including copywriting/graphic design for the College's digital archive website and providing research support for historical queries about FSCJ.

Organizes, oversees, and follows up on inventories at all seven library locations, including offering on-site technical support during the inventory process and providing detailed inventory assessments at the conclusion of each location's inventory.

Manages the library's social media presence by creating and scheduling posts; monitoring online comments and messages; and tracking statistical data.

Plans and facilitates events; collaborates with partner faculty or departments; ensures room reservations and appropriate technical needs, tracks attendance; and hosts/creates content.

Provides technical support and training for various library processes (including patron record loads, overdue item blocking, student ID services); fields questions from all campuses; creates written training materials; and performs on-site training.

Oversees interlibrary loans, by offering technical support, conducting on-site training for staff at various locations, managing invoicing, and tracking statistical data.

Utilizes a student-centered approach to managing and providing library loans and programs for students, faculty, and staff.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

Supervision may be exercised over assigned staff.

MINIMUM QUALIFICATIONS

Bachelor's degree in Library Science, Information Science, Communications, Marketing, Digital Media, History, Education, or a related field from a regionally accredited institution, and three (3) years of related experience in library services, archives, marketing and communications, or academic support operations within a higher education environment.

**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

Revised: 1/29/26