



## EMPLOYEE WORK PROFILE

### Part 1 – Position Identification

Job title:  
**LIBRARY SPECIALIST II – Adult Services**

Work title: Adult Services Coordinator

Level:             Employee             Supervisor             Manager  
Employees supervised: Pages and volunteers

FLSA Status:  Exempt             Non-exempt            Pay Band: 4

Supervisor Title: Library Director

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### Part 2 – Work Description & Performance Plan

**Organization Objective:** To provide dynamic, engaging programs and services to adults on the Eastern Shore of Virginia and support their lifelong learning.

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**Purpose of Position:** Present technology literacy programs and organize diverse programs of interest to adults. Partner with family service providers to develop literacy and learning initiatives. Provide support to the ESPL system Friends of the Library groups in planning programs and activities.

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### Competencies required to successfully perform job duties:

Excellent customer service and public speaking skills. Knowledge of adult literature and information resources, including Gale databases. Knowledge of technology used in libraries systems, Microsoft Office software, the use of mobile wireless devices, and basic computer maintenance. Working knowledge of and experience with social networking platforms. Curiosity and eagerness to learn new technologies and applications. Demonstrated ability to communicate effectively orally and in writing, to interact with a diverse public on a sustained basis, to reason effectively and make decisions according to policy and procedures. Bilingual Spanish/English or Creole preferred. Ability to function as a team member. Good communication skills, flexible work habits, and empathy with library visitors. Ability to work collaboratively with fellow staff, volunteers, and other nonprofit agencies. Some evening and weekend hours are required.

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**Education, Experience, Licensure, Certification required for entry into position:** Bachelors in relevant discipline. Masters in Library Science from an ALA accredited library school preferred. Prior experience in a library or nonprofit preferred. Virginia Public Librarian Certificate required within three months of employment if applying as a Librarian. A valid VA driver's license is required. A background check will be done prior to employment.

Core Responsibilities	Measures
<p>Develops information and technology literacy programs for families.</p> <p>Percentage of total work: 60%</p>	<p>The community will be provided technology learning opportunities that may include classroom instruction. Library online resources will be promoted and demonstrated. New uses for technology will be evaluated and recommendations made, including maker spaces or technology labs. Staff will be trained to use and recommend information and technology resources available in the library.</p>
<p>Plans and provides adult technology literacy programs both in and outside of the library.</p> <p>Percentage of total work: 30%</p>	<p>Following the library strategic plan, initiatives will be developed that meet the unique needs of this rural, diverse community. Programs for adults, 18 years and older, will be executed that are robust, creative, and collaborative. Assistance will be provided to ESPL systems Friends groups in planning and promoting their programs. Outreach into the community, which includes social networking, will promote these programs and library resources. Public service in the adult area, including reference, readers advisory, local history, and displays will be provided.</p>
<p>Planning and outcome measurements. Professional Development.</p> <p>Percentage of total work: 5%</p>	<p>Assistance will be provided to the Director and affiliate managers in planning adult and technology programs and the long term goals for the library system. Quantitative and qualitative data will be collected and analyzed for planning and reporting purposes. Relevant webinars, continuing education, and conferences will be attended and relevant information will be reported to co-workers.</p>
<p>Volunteer support.</p> <p>Percentage of total work: 5%</p>	<p>Engagement and work with volunteers for the library will be performed.</p>

Special Assignments	Measures

Objectives	Measures
<p><b>Agency Values</b></p>	<p>Demonstrates support of the Library's mission and vision as adopted by the Library Board. Participates in cooperative projects with other staff and volunteers. Provides courteous, timely, and accurate service to staff and patrons according to the highest professional and ethical standards. Understands and executes all Library policies.</p>

<b>Behaviorial Competencies</b>	Demonstrates support and acts as a model for the Library's Behavior Policy.
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Employee Development	
<b>Continuing Education Goals</b> Will maintain current competencies in adult services by reading professional journals and literature, collaborating with area nonprofit agencies, and completing fifteen hours of CE annually.	