

### **Position available: County Coordinator**

The Cambria County Library System is currently seeking a County Coordinator. This position works closely with the system administrator to provide oversight of and assistance to system member libraries. This is an excellent opportunity to provide leadership and support to a county-wide system of libraries. The right candidate will be able to utilize creative thinking, technology skills, and attention to detail to improve and innovate library service.

POSITION: County Coordinator, Cambria County Library System

REPORTS TO: Library Director / System Administrator

POSITION SUMMARY: Assists the System Administrator in planning and coordinating services and policies within the federated county library system. Works closely and cooperatively with the District Consultant.

#### **DUTIES:**

- Provides orientation and training for system library directors and boards.
- Reviews all required reports, such as the annual report, plans for use of state aid, audit/financial review and other forms required by Office of Commonwealth Libraries or other funding agency.
- Develops and updates county-wide statistical analyses.
- Plans system member meetings with input from system administrator.
- Oversees and coordinates system automation/catalog/policies/training.
- Assists in developing and implementing County Coordination Plan.
- Manages Overdrive service, including selection of e-materials, generation of usage statistics, monitoring and responding to support queries, and demonstration of use. (Shared district & system service.)
- Reviews county libraries' webpage information. Coordinates and updates with network administrator.
- Assists reference department with virtual reference service and desk time.
- Other duties as required by the system administrator.

#### **REQUIRED QUALIFICATIONS / SKILLS:**

Masters in Library/Information Science. Excellent communication and interpersonal skills. Demonstrated technology skills and aptitude. Attention to detail. Valid driver's license.

#### **PREFERRED EXPERIENCE:**

Administering a small to medium-sized public library. Library automation, especially Evergreen ILS. Training adult audiences.

TO APPLY: Submit resume and cover letter to the library director at [flynna@cclsys.org](mailto:flynna@cclsys.org). Applications will be accepted until Feb. 19 or until position is filled.