

**Job Description**  
**WCTS Program Coordinator**  
Winnefox Library System  
Full-time, Exempt Position  
System Support Classification, Level 3S

Under supervision of Assistant Director, performs a variety of technical and clerical duties for the Winnefox Cooperative Technical Services.

**Duties/Examples of Work**

The following is a list of representative duties. As such, it is not meant to be exclusive. Other duties may be assigned that may reasonably follow and relate to essential tasks. This job description may be modified from time to time as the needs of Winnefox Library System and the position change.

1. Oversees the general office operations of Winnefox Cooperative Technical Services. Supervises WCTS Assistant and WCTS Clerk/Page.
2. Supervises the recruitment of new employees, makes recommendations regarding hiring and termination to the Assistant Director.
3. Financial recordkeeping. Code invoices for payments and enter into accounting software. May include accounts receivable functions for material purchased and for rotating circuit.
4. Provide consultation to member libraries regarding collection issues and basic library operations; participate in work days at member libraries.
5. Coordinates preparation and distribution of material review lists, chairs material review meetings, and plans regular collection development workshops.
6. Coordinates ordering, cataloging and processing of materials ordered by Winnefox libraries.
7. Coordinates the rotating collection service.
8. Assists in long range planning and service development for Winnefox Cooperative Technical Services.
9. Other duties as required.

**Knowledge and Abilities**

1. Good working knowledge of standard library practices in selection, processing and cataloging of library material.
2. Ability to develop a good working knowledge of library automation.
3. Ability to use word processing software, spreadsheet, database and accounting software and manage computerized files.
4. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with vendors, staff, member library directors and others.
5. Ability to perform supervision over assigned office and clerical tasks.
6. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
7. Keyboarding, filing and proofreading ability.
8. Willingness to maintain skills in above-mentioned areas through active participation in appropriate continuing education activities.
9. Excellent knowledge of English grammar and spelling.

**Environmental and Physical Demands of the Position**

1. Typical office environment.
2. Bending/twisting and reaching.
3. Far vision at 20 feet or further; near vision at 20 inches or less.

4. Fingering: keyboarding, writing, filing and sorting.
5. Lifting and carrying: 50 pounds or less.
6. Handling: processing, picking up and shelving books.
7. Pushing and pulling: objects weighing 60-80 pounds, on wheels.
8. Sitting, standing, walking, climbing and stooping.
9. Talking and hearing; use of the telephone.
10. Hold a valid Wisconsin Driver's license.

### **Mental Requirements**

1. Communication skills: effectively communicate ideas and information both in written and oral form.
2. Reading ability: effectively read and understand information contained in memoranda, reports and bulletins, etc.
3. Ability to comprehend and follow instructions from supervisor, verbally and in written form.
4. Planning and Organization Skills: develop required plans to solve problems; take advantage of opportunities to accomplish goals; establish systematic methods of accomplishing goals.
5. Mathematical ability: calculate basic arithmetic problems (addition, subtraction, multiplication and division) without the use of a calculator.
6. Ability to deal with abstract and concrete variables.
7. Ability to apply technical knowledge.
8. Time Management: set priorities in order to meet assignment deadlines.
9. Ability to operate computer workstation and other business machines with speed and accuracy.

### **Equipment Used**

Computer workstation, typewriter, barcode reader, book truck, telephone, fax machine, calculator, photocopier, videocassette recorder.

### **Education and Experience**

Bachelor's degree or any combination of education and experience that provides the necessary knowledge and skills. Ability to acquire and maintain a Grade II library director certification. Three to five years of library experience.

