

Warburg Theological Seminary

Title: Library Services Coordinator

Classification: Non-Exempt

Position Status: Regular Part Time, regularly scheduled 36 hours per week

Benefits: Employee only health insurance, 403(b) and prorated vacation, sick, holiday

Supervisor: Director for the Library

Library Services Coordinator Position Summary:

The Library Services Coordinator responsibilities include public services: circulation, reference; collection management: acquisitions, reserves; technical services: processing, tracking, and maintenance of collections (OCLC library management system); direct student assistants; administration: invoices, mail, calendars, Castle Commons; care for physical library; and additional responsibilities as needed.

Library Services Coordinator Major Responsibilities/Activities:

Public Services

- Perform circulation tasks (Check in/out and shelve materials, etc.)
- Provide reference services for on-campus and distance patrons: phone, email, online (Zoom)
- Maintain library equipment and troubleshoot problems

Collection Management

Acquisitions:

- Process and purchase all material types
- Order print, e-books, and other items
- Maintain acquisitions database
- Receive and process standing orders and serials; maintain SO database
- Manage invoices and facilitate payment for materials

Reserves:

- Manage and maintain the course reserve system, both physical and electronic

Technical Services

Processing, Tracking, and Maintenance of Collections and Patron Records (OCLC WorldShare integrated library system):

- Copy cataloging and updating library catalog records
- Maintain and update borrower records
- Send overdue and billing notices
- Assist with maintenance and updates to library catalog and DTL

- Notify patrons of available materials
- Coordinate bindery and material maintenance work

Electronic Resources:

- Manage EZproxy and DTL user lists

Direct Student Assistants

- Lead student orientations
- Delegate and follow-up on tasks using Asana (online workflow management tool)
- Provide written and/or verbal instructions for new tasks

Administration

- Respond to mail, email, and phone
- Maintain the library calendar; manage room schedules
- Maintain Student Assistant Manual, "Red Binder"
- Manage library keys
- Maintain confidential records and access information
- Maintain fiscal records
- Order supplies, equipment, and other purchases
- Run reports
- Record statistics
- Create and maintain signage, handouts, etc.

Other duties

- Care for Library and Rare Book Room
 - ❖ Maintain stacks and collections
 - ❖ Maintain the Rare Book Room: monitor humidity
- Maintain copier/printer
- Serve as liaison with maintenance staff
- Assume other responsibilities as needed

Supervisory Responsibilities:

- In consultation with Director, assign tasks to Library Student Assistants using Asana

Qualifications:

Education & Experience Required:

- The knowledge, skills and abilities listed below are typically acquired through a combination of education and experience equivalent to a bachelor's degree in liberal arts or a related field and some library experience.
- Because the mission of Wartburg Seminary is to educate people to serve the church's mission as ordained and lay leaders, commitment to support the mission of the church is required. Because Wartburg Seminary is a graduate institution, commitment to the importance of higher education is required.

Skills Required:

Required Knowledge (or an aptitude to quickly learn these):

- Computer systems, databases, and software (especially Microsoft Office products)
- Using communication software such as Zoom and learning management software
- Library operations and procedures

Preferred Knowledge:

- Library resources
- Biblical studies and theology

Required Skills and Abilities:

- Problem-solving
- Detail-oriented
- Excellent organizing skills
- Flexibility
- Ability to multi-task and work with patron interruptions
- Self-directed
- Effectively communicate orally and in writing
- Follow written and verbal instructions
- Establish and maintain effective working relationships
- Display tact and patience when dealing with the public
- Teach effectively

Helpful Dispositions:

- Positive attitude
- Growth mindset

Work Environment:

This position has frequent interaction with faculty, students, staff and other Wartburg constituents. This position operates in a professional office environment and given duties of the position will be exposed to dust. This position routinely uses standard office equipment such as computers, phones, photocopiers and filing cabinets. Altered work schedules may occur as assigned and requested by supervisors. There may be some evening and weekend work as needed.

Physical and Mental Demands:

While performing the duties of this job, the employee is regularly required to talk, hear, move around, and work at distances close to the eyes. Employee will need to handle and reach items. Employee will occasionally need to lift boxes or materials up to 50 pounds, and be able to bend, squat, push/pull and kneel. Concentration and ability to work at one location standing or sitting for long periods of time. Ability to follow written or oral instructions, and ability to solve practical problems with little supervisory involvement.

Reasonable accommodation can be made to enable individuals with disabilities to perform the essential functions.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Wartburg Theological Seminary recruits, employs, trains, compensates, and promotes regardless of race, religion, color, gender, gender identity or expression, sexual orientation, national origin, disability, age, veteran status, and other protected status as required by applicable law.