

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Library Events Coordinator	<b>Job Code:</b> 3008
<b>Date:</b> October 30, 2017	<b>EEO Code:</b> OC
<b>FLSA Designation:</b> Non-Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is highly skilled clerical work responsible for scheduling and coordinating multiple aspects of library-sponsored programs and/or the external use of library rooms and resources and receiving payment for that use.

**CLASSIFICATION STANDARDS:** Positions assigned to this classification are responsible to the Director of Library Services and perform all work under general direction. This work is distinguished from that of lower-level clerical positions by its broader scope of responsibilities.

**ESSENTIAL DUTIES:** Coordinate scheduling of meeting rooms, library programs, galleries, equipment, and events; meet with clients to show the facility; assist staff in developing library programs and events by coordinating multiple aspects of an event; oversee the maintenance, cleaning, and physical preparation of rooms and equipment; guide patrons through check-in and clean-up process and instruct them on how to use equipment; explain and enforce rules and regulations of using library facilities; assist patrons with special needs and requests; ensure success of events by resolving problems and concerns as they arise; maintain equipment inventory.

May determine appropriate cost for use of library facilities; inspect facility after use to determine whether refund will be given; collect rental deposit and income and distribute refunds; prepare and maintain various reports, records, and spreadsheets concerning rental transactions, usage levels, and program success; respond to administrative and community requests; may assist in preparing promotional materials, including creating posters, flyers, and press releases, and maintaining media contacts; develop and maintain relationships with various boards, committees, and the community; attend performances, exhibits, library events, and meetings.

May oversee event and security staff and assist in their recruitment, training, and evaluation; assure adequate coverage for programs and events; cover staff absences as needed; ensure library is secured and free from theft, vandalism, and general impropriety; ensure adherence to operational policies and procedures; conduct daily walk through to determine working order of the facility; operate security equipment, including surveillance cameras and applicable software programs; train others on operation of security equipment; assist other staff members as needed and perform other related duties as required.

**MINIMUM REQUIREMENTS:** High school diploma or G.E.D. plus four (4) years of comparable clerical experience including basic accounting and coordinating schedules **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary education for six (6) months of experience].

**License(s)/Certification(s):** A valid, lawful Driver's License is required.

**SELECTION FACTORS:** *Knowledge of:* related laws, codes, rules, and regulations governing functions of the position; policies and procedures established for the work system; operations,

functions, and terminology common to library work; methods used to plan and coordinate various events; basic English composition, spelling, and grammar; problems and issues associated with organized community events. **Skill in:** audiovisual equipment use and troubleshooting; creative thinking; planning, scheduling, and coordinating events; practicing trust-building behaviors. **Ability to:** exercise independent judgment in making recommendations and in evaluating situations; supervise and train staff as needed; quickly and accurately perform work; prepare clear, concise, accurate, and informative reports; organize assigned work and develop effective working methods; evaluate programs and procedures; develop and maintain effective working relationships with coworkers, superiors, the community, public and private organizations, and boards; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public; communicate effectively, both verbally and in writing; deal with the public in a pleasant, courteous, and calm manner in all circumstances; demonstrate a high level of commitment to the principles of positive customer service.


**TOOLS AND EQUIPMENT USED:** Vehicles, audio/visual equipment, surveillance cameras, and general office equipment.

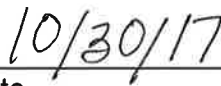
**PHYSICAL DEMANDS:** Sitting at a computer or desk for extended periods; traveling to events and meetings; lifting light-to-heavy objects; working extended hours as needed; and other varied physical activities associated with performing the essential duties of the job.

**ENVIRONMENTAL FACTORS:** Potential exposure to adverse weather conditions, high noise levels, and high-stress situations or environments, including contact with the public in confrontational or uncomfortable circumstances and other stressful conditions related to the workplace.

  
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Department Director

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.