

POSITION DESCRIPTION
COUNTYWIDE SERVICES COORDINATOR,
PINELLAS PUBLIC LIBRARY COOPERATIVE

NATURE OF POSITION

Professional, supervisory position appointed by the Executive Director and reporting to the Executive Director. Responsible for the development and implementation of a marketing plan in support of the Pinellas Public Library Cooperative (PPLC), that includes social media outlets, and promotes library services countywide. Responsible for all aspects of grant administration.

ESSENTIAL FUNCTIONS

- Collaborates with the Executive Director on the identification, development, coordination and oversight of grant programs and other Cooperative literacy efforts.
- Identifies and seeks external funding opportunities for special projects, programs and services.
- Responsible for developing grant proposals, monitoring activity, and fulfilling all report requirements. Works with all governmental and non-governmental funding sources on grant program administration.
- Works with the Executive Director to compile reports, statistical data, and planning outcomes.
- Works with member library staff in the development, implementation, and evaluation of countywide programs and services.
- Develops and participates in activities to promote Cooperative library services.
- Coordinates the preparation of promotional materials and publications that promote countywide programs and services.
- Supervises PPLC staff in Countywide Services departments (Deaf Literacy, Talking Book Library, etc.)

QUALIFICATIONS

- Master's degree in Library Science from a program accredited by the American Library Association, or equivalent.
- A minimum of five years of relevant public library and/or library cooperative experience, including at least three years at the administrative level.
- Demonstrated ability to develop, implement, and coordinate programs and services.

- Demonstrated ability to communicate professionally both verbally, and in writing.
- Demonstrated ability to develop and maintain effective working relationships with PPLC staff, Board Members, government officials, and member library staff.
- Demonstrated ability to work independently and as part of a team, problem solve, and prioritize workflow.
- Ability to present information clearly and concisely and to prepare and maintain records and reports.

PHYSICAL REQUIREMENTS

- Must possess valid FL driver's license, and able to drive to various locations.
- Ability to sit, stand, crouch, bend, or stoop for long periods of time.
- Ability to lift and move objects up to 15 lbs. on a daily basis.

SALARY RANGE AND BENEFITS

Salary Range: \$24.03-\$38.46 annualized at \$50,000 - \$80,000 / commensurate with experience.

Leave: Standard PPLC holidays. Vacation and sick leave (4 hours each, per bi-weekly pay period) and one personal day per calendar year.

Insurance: Health, vision, dental, basic life insurance, and worker's compensation coverage is provided after a 90-day period.

Pension: Upon completion of one year's service the employee will be enrolled in the PPLC Pension Plan.

EVALUATION

Evaluations are performed upon completion of a six-month probation period, and thereafter on an annual basis. Annual salary increases are performance-based.