



Craven-Pamlico Regional Library (CPRL)
Invites applications for the position of:

Administration/Outreach Coordinator
Permanent Full-time/40 hour weekly Non-Exempt position

SALARY: Beginning at \$19.22/hour

OPENING DATE: 06/24/2024

CLOSING DATE: Till filled

POSITION OVERVIEW:

****To be considered for this position you must send a cover letter and resume to hr@mycprl.org with "Admin24" in subject heading. ****

40% - Outreach Coordinator - Over sees outreach staff. Performs difficult and technical work in program coordination, development, promotion, support and management duties of outreach and community services; 60% Administrative Support - Assist administration in finance, human resources, and other administration duties as needed. Will cross-train to assist Finance Officer and Regional Director in all aspects of finance and human resources.

Work is performed under the general supervision of the Regional Director and is reviewed through observation, performance measures, and public feedback for quality and effectiveness in fulfillment of library objectives as outlined by the Regional Director.

EXAMPLES OF DUTIES:

Administrative Coordinator – 60%

- Generating official documents such as offer letters, appointment letters, salary slips and warning letters.
- Onboards newly hired employees on HR policies, internal procedures and regulations.
- Schedules professional development programs for staff.
- Maintaining physical and digital files for employees and their documents, benefits and attendance records
- Processing by-weekly payroll, tracks and reviews timesheet information for accuracy and proper approval.
- Complete other accounting functions as assigned.
- Processes billing and deposits.
- Prepares and proofreads standardized documents and forms (board minutes); composes standard correspondence and written responses upon request.
- Maintains office filing systems, files, and records; assembles information upon request.

Outreach Coordinator – 40%

- Plan, coordinate, and implement activities for library outreach programming, special events, and system-wide events externally and internally as needed.
- Oversee the Outreach staff
- Collaborate with Branch Managers to create and implement a regular schedule of outreach programs and events for each library location
- Oversees the development, implementation, and evaluation of outreach library programs, technology, and services for Patrons 13 and up; envisioning and interpreting community needs•
- Compile and maintain statistical data for library programs and outreach initiatives for monthly and annual reports.
- Proofread and edit documents, promotional materials, and other communications to ensure accuracy and promote effectiveness.
- Create and maintain programming partnerships with community-based organizations and agencies to facilitate programs and library initiatives.
- Facilitate effective communications and relationships with community groups, organizations and individuals.
- Demonstrate a strong commitment to teamwork and the ability to work with coworkers pleasantly.
- professionally represent the library through outreach efforts and at community events.

KNOWLEDGE AND SKILLS:

- Ability to organize, train, and oversee the work of paraprofessional in the activities of the library and to use good judgment in communication and maintaining effective working relationships.
- Project management
- Preparing and presenting reports and presentations, both written and to groups.
- Listening, understanding, and interpreting information received from employees and customers.
- Knowledge of public library automation systems and technology and a high level of Computer literacy
- Knowledge of collection development principles and practices in a public library setting

ABILITY TO:

- Use quantitative and qualitative measures to analyze library outreach services in relation to needs of the community and to redirect library services consistent with changing public needs.
- Identify problems, recommend solutions, and administer library policies and procedures.
- Establish and administer organizational priorities according to library goals, community and County needs, and available resources.
- Develop and maintain effective working relationships with community leaders, government officials, professional groups, and the general public.
- Effectively organize, manage, and motivate people.
- Ability to perform appropriately when confronted with persons acting under stress and exhibit tact and diplomacy when managing others.
- Promote a positive work culture that acknowledges and accept differences and diverse viewpoints
- Read, analyze, and interpret professional media, financial reports and legal documents.
- Communicate effectively, patiently, and courteously, both verbally and in writing; listen and respond appropriately to needs and concerns.
- Work with confidential and sensitive information.

MINIMUM QUALIFICATIONS:

One year of customer service experience in a public library and one year of supervisory experience.

Benefits Includes holiday pay. Sick and vacation leave. Health, dental and visual insurance provided. Position is eligible for the NC Local Governmental Employees' Retirement System.

Must have a valid driver's license with an acceptable driving record. Within 60 days of hire, must obtain and show proof of a valid NC Driver's License and must maintain an acceptable driving record while employed.

A negative drug screen and background check are required.

