

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
ADULT SERVICES EVENT COORDINATOR	NON-EXEMPT
Division	Pay Grade
ADULT SERVICES	28

JOB SUMMARY

The primary role of the Adult Services Event Coordinator is to schedule, plan, and implement library events for adults. The Adult Services Event Coordinator works closely with Adult Services employees and employees in other divisions to offer a variety of engaging events in and out of the library. This individual also has significant duties relating to promotion of events, working with various public groups, and providing outreach to the community.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs exceptional customer service. As the first, and sometimes only, person that a patron may be in contact with, customer service is a very important aspect of all library positions.
3. Spends appropriate amount of time away from public service points roving using established procedures. Meets patrons at their point of need.
4. Performs all duties listed in the job description for Reference Specialist.
5. Works 6-18 hours per week at the third floor Ask Here Desk and Special Collections Desk.
6. Works non-standard hours, often including evenings and weekends.
7. Participates in developing, planning, implementing, and evaluating adult events in a variety of in-person/virtual formats and locations. Sample events include lectures, workshops, book discussions, film screenings, and events associated with exhibitions. Events may be one-time or regularly scheduled.
8. Oversees the planning and implementation of signature adult events, such as the annual Guitar Contest and Local Author Day.
9. Actively seeks new event opportunities for adults, including grant opportunities that relate to adult events.
10. Uses evaluation tools to gauge the success of each event and uses this information to improve existing events.
11. In tandem with Adult Services employees, serves as host and coordinator for adult events. This includes reserving and setting up rooms, welcoming guests, displaying library materials, providing extra material, introducing speakers, following timelines, working with participants, and cleaning up at the end of each event.
12. Establishes and maintains event partnerships with outside organizations and utilizes community resources in event implementation.
13. Secures Memorandums of Understanding (MOUs) for outside presenters, partners, and others. Submits MOUs to the Business Office.
14. Under the direction of the Adult Services Manager, manages the adult events budget, including setting individual event budgets, ensuring events stay within budget, and documenting budgets accurately.

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15. Coordinates sufficient employee and volunteer coverage for events. Directs volunteers assisting with events.
16. Serves as the primary Adult Services point-of-contact for the Community & Media Relations (CMR) Unit and ensures accurate and timely monthly calendar submissions, proofing, and publicity requests. Provides input to CMR on marketing and promotional strategies for each event. Helps disseminate event promotion in a timely manner to event partners, targeted audiences, and others as appropriate.
17. Collects adult event statistics and submits them to the Business Office monthly.
18. Acquires supplies for events, including shopping locally, ordering online, and requesting assistance from Facilities employees. Submits correct and timely receipts and/or documentation to the Business Office by the deadline each month.
19. Complies with lead times for requests for work from other divisions and units, including CMR, Facilities, Foundation, IT, The Library Café, and Youth & Outreach Services.
20. Organizes and maintains physical materials used for adult events, including items in the Adult Services storage areas.
21. Schedules regular event planning meetings with Adult Services employees. Schedules and/or attends event planning meetings with employees from other divisions.
22. Maintains good working relationships with counterparts at the Wyoming State Library and other WYLD libraries.
23. Represents the library to outside entities as directed by the Adult Services Manager, County Librarian (Executive Director), or designee.
24. Serves on the programming (events) committee, summer reading committee, and other committees as assigned.
25. Works quickly, effectively, and accurately within tight deadlines.
26. Works the Greeter Desk as assigned.
27. Performs other related and necessary duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor’s or Master’s degree from an accredited organization; and
- 2 years of relevant experience working with adults or the general public; or
- The equivalent combination of education and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Must have a current driver’s license valid in the State of Wyoming or the ability to obtain one within six months of hire date. Reasonable accommodation upon request.
- Proficiency with a variety of software programs and systems related to the operations of the library including word processing, internet, scheduling/calendaring/email, integrated library systems, and operating systems.
- Working knowledge of public library operations.

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- Proficiency in applying good customer service skills.
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks.
- Ability to speak, read, comprehend, and write the English language.
- Ability to work flexible work schedules, including weekends and holidays.

REPORTING RELATIONSHIPS

Reports to: Adult Services Manager

Supervises: Volunteers as assigned

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The essential duties and responsibilities of this job require the employee to move or manipulate moderately heavy equipment, boxes, carts, files, and stacks of material from one location to another.

LAST REVISED 1/8/2021