

**LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION**

Job Title	FLSA Status
ADULT SERVICES EVENT COORDINATOR	NON-EXEMPT
Division	Pay Grade
ADULT SERVICES	29

JOB SUMMARY

The primary role of the Adult Services Event Coordinator is to 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Provides exceptional customer service.
3. Serves on system-wide teams and represents LCLS in the community as assigned.
4. Participates in professional activities on a local, state, and regional level as assigned.
5. Promotes teamwork within the division and the library.
6. Works non-standard hours, including evenings and weekends.
7. Works quickly, effectively, and accurately within tight deadlines.
8. Works the Greeter Desk as assigned.
9. Performs other related and necessary duties as assigned.

EVENTS

10. Plans and implements adult events.
11. Works closely with Adult Services Manager in setting goals, budgets, and procedures for adult events and outreach in a variety of formats.
12. Coordinates event-related activities of Adult Services employees, including planning, budgets, partnerships and Memorandums of Understanding (MOUs), scheduling, evaluation, and statistics. Holds regular event team meetings.
13. Seeks opportunities for event-related grants, community partnerships, intergenerational events, and system-wide events.
14. Works with Community & Media Relations (CMR) to coordinate publicity, volunteers, and exhibition-related events. Directs volunteers assisting with events.
15. Works with other divisions, including Business Office, Cataloging, Circulation & Branch Services, Facilities, Foundation, Information Technology Services, The Library Café, and Youth & Outreach Services, as needed.
16. Purchases and manages supplies for events. Submits receipts in a timely manner.
17. Serves on library-wide committees, such as the events team and Summer Reading Challenge team, and other events-related committees as assigned.

CUSTOMER SERVICE

18. Maintains knowledge of procedures and policies of Laramie County Library System and the Adult Services Division. Interprets and applies policy in order to make decisions regarding patrons and procedures.
19. Participates in activities related to the daily operations of Adult Services.

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- 20. Works a minimum of five hours weekly at the third floor public service Ask Here Desk, which includes assisting patrons, answering phones, and spending an appropriate amount of time away from the desk (roving), using established procedures. Meets patrons at their point of need.
- 21. Observes patron behavior in relation to the Code of Conduct. Follows guidelines for applying standards and consequences. Enlists assistance from other employees, managers, administration, security, and law enforcement as needed. Reports violations in a timely and professional manner.

MINIMUM REQUIREMENTS

- Bachelor’s degree from an accredited college or university 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

- 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.
- Working knowledge of public library operations.
- Public speaking skills.
- Proficiency in applying good customer service and decision-making 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. Reasonable accommodation upon request.

LAST REVISED 3/2024