

**ELMHURST PUBLIC LIBRARY
POSITION DESCRIPTION**

Last Review Date: 12/2019

POSITION: Lead Specialist II

GRADE: VIII

JOB TITLE: Inclusive Services Coordinator

DEPARTMENT: Adult Services

JOB PURPOSE: To assist the public in accessing Library services, materials and technologies in person and remotely. To provide and coordinate library services to underserved adult and teen populations in Elmhurst, especially Elmhurst patrons who are homebound, senior citizens and persons with disabilities.

ORGANIZATIONAL RELATIONSHIPS: Supervised by the Head and Assistant Head of Adult Services. No supervision of others required.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

The following duties are normal for this classification. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

Responsibilities will include some combination of the following:

- Promotes library services and acts as library liaison to persons with disabilities and their caregivers in the community.
- Manages Homebound Delivery program, including providing readers' advisory service, maintaining patron files and coordinating deliveries to homebound individuals and senior living facilities.
- Recruits, trains and supervises volunteers to assist with book deliveries and inclusive programming.
- Works on public information desks assisting patrons in finding materials and basic information and providing technology assistance.
- Manages Inclusive collections.
- Evaluates and acquires assistive technology equipment and software for patrons with disabilities, and trains staff on assistive technology and other inclusive topics.
- Develops, leads and assists others with public programs.
- Networks with organizations in support of the library's inclusive services goals, and helps to identify underserved populations in the community.
- Connects patrons to the Library of Congress Blind and Physically Handicapped program through the regional BPH center.
- At least half of work time is spent standing or walking. Must work day, evening, and weekend shifts as scheduled.
- Helps to maintain an atmosphere conducive to patrons connecting, creating and exploring.
- Performs other duties as assigned, such as creating and implementing special projects and programs.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Enthusiastic reader with a broad knowledge of fiction and non-fiction. Ability to work independently. Attention to detail. Good

verbal and written communication skills and ability to relate well to coworkers and the public, especially senior citizens and persons with disabilities. Ability to creatively solve problems and provide accurate information to the public and library administration. Ability to handle fast-paced, often multiple, inquiries from the public. Ability to speak in public and represent the library effectively to community groups. Must have valid Illinois driver's license and access to an insured vehicle. Strong knowledge of computers and software, the Microsoft Office professional package, and the Internet.

PREFERRED: Experience working with the public. Experience planning and leading programs. MLS Degree or experience working in libraries.

ESSENTIAL PHYSICAL/MENTAL REQUIREMENTS: Lifting/carrying/gripping individual books weighing up to ten pounds; Bending/reaching to find books on floor level to eight feet high shelves; Maneuvering/walking throughout library; Hand/finger dexterity sufficient to operate a computer; Visual acuity sufficient to read a computer screen and fine print and numbers sufficient to read, find and shelve materials; Aural acuity sufficient to understand speech in person and by telephone; Ability to read, write and communicate fluently in English.

QUALIFICATIONS: Bachelor's Degree

WILL TEACH: Orientation to the Library's computers, training on library-specific systems and computer/copier account system, procedures for all work routines.

The Elmhurst Public Library is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Library will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.