LARAMIE COUNTY LIBRARY SYSTEM
JOB DESCRIPTION

<table>
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<th>Job Title</th>
<th>FLSA status</th>
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<tr>
<td>AUDIOVISUAL COORDINATOR</td>
<td>NON-EXEMPT</td>
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<th>Division</th>
<th>Pay Grade</th>
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<td>CIRCULATION &amp; BRANCH SERVICES</td>
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JOB SUMMARY
The Audiovisual (AV) Coordinator is responsible for the development of a circulating collection of AV resources, including selection, weeding, repair and maintenance of AV materials and equipment, as well as providing reference advice and assisting at first floor public service desks.

ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Maintains patron confidentiality in compliance with Wyoming state law.
2. Performs public relations for the library. As the first and sometimes only person that a patron may be in contact with, public relations is a very important aspect of this position.
3. Spends appropriate amount of time away from the desk roving using established procedures. Meets patrons at their point of need.
4. Ensures the smooth operation and development of the AV area of the library.
5. Works with the Circulation & Branch Services Manager and the Deputy Director of Public Service to establish the AV budget for supplies, equipment and collections and ensures all expenditures are kept within budget.
6. Develops the AV collection, including audiobooks, video games, movies, and music in multiple formats and digital audiobooks.
7. Develops the itemized AV collection budget within the guidelines of the financial resources available and the framework of the collection philosophy and goals.
8. Recommends AV material formats for inclusion or removal in the collection to keep the collection up-to-date and cutting edge. Implements recommendations as authorized.
9. Creates weekly/monthly orders for all AV materials. Submits orders to the Computer Center & Cataloging Services Division for acquisition. At time of order provides classification instructions in order documentation.
10. Handles any unique, direct-order situations relating to the AV collections including standing orders.
11. Resolves problems relating to AV materials returned to the library. Assesses damage to AV materials and determines if items can be repaired or replaced. Utilizes appropriate equipment to assess damage. Listens to, watches or plays items if that is the only way to assess damage. Assists with billing for missing/damaged AV materials. Repairs damaged movies, audiobooks, video games and music. Utilizes disc resurfacing machine and other equipment when applicable.
12. Responds in a timely manner to patron purchase requests following established procedures, if assigned.
13. Maintains AV materials so that the items are well displayed.
14. Works to make the AV area of the library as self-service as possible.
15. Answers reference questions regarding AV materials.
16. Weeds the AV collection as needed as part of collection development activities.
17. Coordinates the workflow activities of the AV Clerk.
18. Decides whether to make exceptions to AV equipment and material loan policies.
19. Handles issues concerning AV equipment, materials and policy.
20. Is responsible for knowing all aspects of the Circulation Assistant position (See Circulation Assistant job description). Works the first floor public service desks based on what the schedule requires, usually 15 to 20 hours a week, understanding that the schedule is subject to change to meet the needs of the library.
21. Works the Greeter Desk as assigned.
22. Performs other related and necessary duties as assigned.

MINIMUM REQUIREMENTS
- Bachelor’s degree from an accredited college or university; and
- 2 years of relevant experience; or
- The equivalent combination of education and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES
- Proficiency with a variety of software programs related to library operations including word processing, spreadsheets, databases, internet, scheduling and calendaring, and WYLD.
- Knowledge of video games, music, movies, audiobooks, and books.
- Ability to work with limited supervision, with an aptitude for detailed work and proficiency in prioritizing tasks.
- Ability to exhibit excellent organizational skills.
- Proficiency in applying good customer service skills.

REPORTING RELATIONSHIPS
Reports to: Circulation and Branch Services Manager
Supervises: Volunteers

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 materials from one location to another.

LATEST REVISED DATE 12/7/21