

## **Operations Coordinator**

**Minimum beginning Salary: \$16.3263 hourly /\$33,958.67 Annually**

**ANSWERS TO:     Director  
                    Assistant Director**

### **NATURE OF WORK:**

Serves as executive secretary to the administration  
Oversees the general operations of the library buildings and grounds

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Serves as secretary to the Director and Assistant Director  
Supervises employees in building maintenance, courier services, janitors, system floater  
and administrative aide under supervision of Director and Assistant Director  
Administers Memorial fund collections  
Authorizes equipment repair and maintenance  
Coordinates Family fine blocks  
Acts as buffer for patrons' complaints  
Understands standard for confidentiality  
Maintains current policy manuals and keeps records of superseded policies  
Maintain minutes of official library board meetings and Trailblazer meetings  
**Other duties as requested**

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Some supervisory experience**  
Skill in use of computers and other office equipment  
Proficient in Microsoft Office  
Must have excellent oral and written communication skills  
Must be able to deal effectively and courteously with co-workers and the public

### **PHYSICAL REQUIREMENTS:**

Work is mainly sedentary but may require some walking, standing, carrying  
of light items such as papers, books or small parts or driving an automobile  
Common abilities such as mobility and dexterity

### **REQUIRED QUALIFICATIONS:**

BS + 6-10 yrs. related experience **or**  
**MLS + 2-5 yrs. related experience or**  
2 years of college (60 hrs.)/Associates + 10 yrs. related experience  
HS diploma + over 10 yrs. related experience

**The above statements are intended to describe the general nature and level of work for this position and are not presented as an exhaustive list of all job duties of the position.**

**The Ouachita Parish Public Library is an equal opportunity and an At-Will Employer.**

A criminal background check and a drug screening are part of the pre-hire process

**FLSA STATUS: EXEMPT**

**7/10/13. Revised 2/27/24**