



## Classification Description

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**Job Title:** Access Services Coordinator

**Pay Grade:** 106

**Job Code:** 3918

**FLSA Status:** Non-Exempt

### **Job Purpose**

This position will provide daily supervision of assigned circulation staff, student workers, and services. The Access Services Coordinator contributes recommendations and participates in the implementation and administration of the policies and procedures critical to College-wide or campus-wide library operations. This position functions as an authority on circulation services for an assigned FSW campus library while working under the direction of the Assistant Director of Library Services.

### **General Responsibilities**

#### **Essential Functions**

In collaboration with the Assistant Director, plans, organizes, and directs Access Services operations and activities to meet the related needs of the FSW community.

Provides ongoing evaluation of Library paraprofessional staff and student workers for an assigned campus.

Represents FSW on local, state, and regional committees and organizations.

Functions as the primary contact for daily Access Services operations, and policies and procedures for a campus library of Florida SouthWestern State College.

Supervises staff responsible for Associate Access Services to include Library Assistants and student workers.

Serves as an authority in circulation services, while supporting the Assistant Director of Library Services, Campus Librarians, staff, students, the public and outside agencies.

Coordinates and plans schedules and workflow within circulation functions.

Trains new Library employees in general library procedures and circulation operations.

Assists in developing and implementing circulation service plans, goals and procedures.

Responsible for appropriate record keeping, and compiling surveys and reports.

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Performs other duties as assigned by the Assistant Director of Library Services.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

### **Knowledge, Skills and Abilities**

#### **Minimum Qualifications**

Associate's degree from a regionally accredited institution of higher education.

Four (4) years of experience working in circulation services in a Library. An appropriate combination of education and experience may be substituted.

Knowledge of library science, procedures and practices.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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### **Critical Skills/Expertise**

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

### **Work Conditions/Physical Demands/Special Conditions**

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: October 29, 2020. Revised: July 1, 2023, and April 15, 2025.