

Library Director

Supervisor

Library Board of Trustees

Hours of Work

Salaried, Full Time, 35 hours per week

General Statement of Responsibilities

Under the direction of the Library Board of Trustees, develops, administers, supervises, and coordinates the work of the library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity of the policies established by the Board of Trustees and the regulations of the Reaching Across Illinois Library System and the Illinois State Library.

Qualifications, Education, Experience and Skills Desired

- A Master's Degree in Library Science from an accredited college or university plus five years of progressively responsible library administration experience including at least three years in a supervisory capacity.
- Excellent communication skills and organizational skills
- Ability to administer the activities of a public library and to supervise the work of others
- Ability to develop short and long term development, plans, and objectives
- Maintains knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues
- Proficiency with computers, popular library software, internet and digital communications
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public

Responsibilities

- Plans, implements, and evaluates library services
- Develops, implements, and evaluates long and short term goals and objectives
- Develops and administers policies concerning library operations, budgets and programs
- Handles complaints in accordance with policy
- Provides supervision, evaluates, and delegates responsibilities to the library staff
- Recruits and recommends employment of library personnel recommends promotions, transfers, or termination of staff
- Organizes, trains, assigns, and evaluates personnel and volunteers
- Conducts staff meetings
- Prepares the annual budget and presents and defends budget requests before the Library Board.
- Directs and controls the expenditure of fund allocations within constraints of approved budgets.
- Purchases new equipment and furnishings
- Accepts and acknowledges gifts of money and library materials
- Pursues and applies for grant money
- Prepares monthly and annual financial and statistical reports to Library Board , Town officials and State Library
- Attends monthly Board of Trustee meetings
- Supervises maintenance of library building equipment, and furnishings
- Oversees equipment of furnishings and book collection
- Evaluates collection for balance and comprehensiveness

- Schedules withdrawals and inventory of materials
- Selects materials
- Cooperates with community groups and town officials to implement library services
- Speaks before local groups
- Oversees and approves scheduled use of library by outside groups
- Prepares questionnaires and surveys to evaluate public responses to the library
- Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature
- Maintains membership in professional organizations
- Provides reference and reader's advisory services to patrons as needed
- Performs other related responsibilities as necessary such as circulation

Adopted: December 5, 2017

Assistant Director/Cataloger

Supervisor
Library Director

Hours of Work
Full Time, 35 hours per week

General Statement of Responsibilities

Performs responsible and varied clerical library services in the cataloging of books, periodicals, materials, equipment, and related collection items; maintains statistics; performs clerical-administrative work; assists director in maintaining library services and facilities.

Qualifications, Education, Experience and Skills Desired

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills. Library Technical Assistant Certificate preferred.

Responsibilities

- Receives oral or written instructions from library director.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Classifies library materials using the current Dewey Decimal Classification and keeps up to date on any changes.
- Understands and interprets American-Anglo Cataloging Rules (AACR2) and Resource Description and Access (RDA) for descriptive cataloging.
- Promotes database quality control by locating or creating the necessary authority records.
- Participates in special cataloging, database cleanup, reclassification, and re-packaging projects, as assigned.
- Compiles statistics for all branches and district headquarters.
- Assists in purchasing inventory and collection development.
- Assists in processing new library materials.
- Provides supervision, evaluates, and delegates responsibilities to the Delivery & Outreach Coordinator.
- Coordinates delivery efforts for district along with Delivery & Outreach Coordinator.
- Periodically weeds collection, removing outdated or damaged materials or equipment.
- Relieves other employees as directed by supervisor, including responsibility for district in the absence of library director.
- Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature
- Performs related tasks as assigned.

Adopted: December 5, 2017

Assistant District Branch Manager

Supervisor
Library Director

Hours of Work
Full Time, 35 hours per week

General Statement of Responsibilities

Performs responsible and varied clerical library services in the circulation of books, periodicals, materials, equipment, and related collection items; maintains statistics; performs clerical-administrative work; assists patrons in using library services and facilities.

Qualifications, Education, Experience and Skills Desired

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills.

Responsibilities

- Receives oral or written instructions from library director.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Receives and responds to general information requests by telephone or in writing.
- Retrieves, sorts and distributes mail for district headquarters.
- Compiles statistics for all branches and district headquarters.
- Prepares monthly circulation reports for Library Director and Board of Trustees.
- Assists in compiling data and preparing annual reports for Illinois State Library.
- Prepares and disseminates marketing and publicity tools for all branches and district headquarters.
- Coordinates with Library Director in communicating to local media.
- Maintains the historical record of the Illinois Prairie District Public Library.
- Assists with preparation and implementation of library programming.
- Assists in purchasing inventory and collection development.
- Assists in processing new library materials.
- Trains new Circulation Managers and Circulation Assistants and re-teaches as necessary.
- Coordinates and evaluates volunteers.
- Covers circulation duties at branches and district headquarters as needed.
- Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature
- Performs related tasks as assigned.

Adopted: December 5, 2017

Assistant District Circulation Manager

Supervisor
Library Director

Hours of Work
Full Time, 35 hours per week

General Statement of Responsibilities

Performs responsible and varied clerical library services in the circulation of books, periodicals, materials, equipment, and related collection items; maintains statistics; performs clerical-administrative work; assists patrons in using library services and facilities.

Qualifications, Education, Experience and Skills Desired

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills.

Responsibilities

- Receives oral or written instructions from library director.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Receives and responds to general information requests by telephone or in writing.
- Acts as Circulation Manager for Germantown Hills branch.
- Administers all Interlibrary Loan functions on OCLC and related databases.
- Administers branch e-mail addresses and distributes reports to branches.
- Assists with preparation and implementation of library programming.
- Assists in compiling data and preparing annual reports for Illinois State Library.
- Assists in purchasing inventory and collection development.
- Purchases supplies for branches and district headquarters.
- Covers circulation duties at branches and district headquarters as needed.
- Keeps informed of current developments in library field by attending workshops, professional meetings, and reading current literature
- Performs related tasks as assigned.

Adopted: December 5, 2017

Circulation Manager

Supervisor
Library Director

Hours of Work
Varied, 15-19 hours per week

General Statement of Responsibilities

Performs responsible and varied clerical library services in the circulation of books, periodicals, materials, equipment, and related collection items; maintains statistics; performs clerical-administrative work; assists patrons in using library services and facilities.

Qualifications, Education, Experience and Skills Desired

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills.

Responsibilities

- Receives oral or written instructions from library director.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Provides supervision, evaluates, and delegates responsibilities to Circulation Assistants.
- Assists in preparing statistical reports as needed.
- Periodically assists in weeding collection, removing outdated or damaged materials or equipment.
- Performs lead work in specific function, including patron records, billing and charges, or circulation statistics.
- Greets visitors to library.
- Assists library patrons in use of materials.
- Responds to requests for information and assistance, or refers inquiries to library director.
- Charges and discharges library books, materials, and equipment.
- Inspects returned books, materials and equipment for damage.
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items.
- Sorts and shelves books and periodicals.
- Assists persons in applying for library membership.
- Processes membership applications.
- Enters and retrieves member and circulation information by computer terminal in a computerized circulation system.
- Prepares materials to promote use of library.
- Monitors areas to assure adequate reading environment.
- Receives and responds to general information requests by telephone or in writing.
- Reserves books and materials.
- Prepares books and materials, and repairs minor damage to books, materials and equipment.
- Performs special duties as assigned, including programming, basic reference, serials maintenance, etc.
- Performs related tasks as assigned.

Adopted: December 5, 2017

Circulation Assistant

Supervisor
Circulation Manager

Hours of Work
Varied, as needed

General Statement of Responsibilities

Performs responsible and varied clerical library services in the circulation of books, periodicals, materials, equipment, and related collection items; performs clerical-administrative work; assists patrons in using library services and facilities.

Qualifications, Education, Experience and Skills Desired

Completion of high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills.

Responsibilities

- Receives oral or written instructions from library assistant or library director.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Performs lead work in specific function, including patron records, billing and charges, or circulation statistics.
- Greets visitors to library.
- Assists library patrons in use of materials.
- Responds to requests for information and assistance, or refers inquiries to library assistant or library director.
- Charges and discharges library books, materials, and equipment.
- Inspects returned books, materials and equipment for damage.
- Follows prescribed routine in receiving compensation for overdue, damaged or lost library items.
- Sorts and shelves books and periodicals.
- Assists persons in applying for library membership.
- Processes membership applications.
- Enters and retrieves member and circulation information by computer terminal in a computerized circulation system.
- Prepares materials to promote use of library.
- Monitors areas to assure adequate reading environment.
- Receives and responds to general information requests by telephone or in writing.
- Reserves books and materials.
- Prepares books and materials, and repairs minor damage to books, materials and equipment.
- Performs special duties as assigned, including programming, basic reference, serials maintenance, etc.
- Performs related tasks as assigned.

Adopted: December 5, 2017

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Supervisor
Circulation Manager

Hours of Work
Varied, as needed

General Statement of Responsibilities

Performs various assignments as deemed necessary to assist in the general maintenance of the collection, specifically, but not exclusively, relating to circulating material.

Qualifications, Education, Experience and Skills Desired

Completion of or enrollment in high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills.

Responsibilities

- Receives oral or written instructions from supervisor.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Greets visitors to library.
- Sorts and moves book carts throughout library in.
- Sorts and shelves books and periodicals.
- Shifts books as necessary.
- Reads shelves as assigned.
- Retrieves materials from outside book drop.
- Monitors areas to assure adequate reading environment.
- Performs related tasks as assigned.

Adopted: December 5, 2017

Bookkeeper

Supervisor
Library Director

Hours of Work
Varied, as needed

General Statement of Responsibilities

Performs various administrative, bookkeeping and secretarial duties including payroll data entry and processing monthly bills.

Qualifications, Education, Experience and Skills Desired

Completion of or enrollment in high school education and previous work experience, with emphasis in accounting and/or payroll, indicative of ability to work independently on support staff functions requiring many skills.

Responsibilities

- Receives oral or written instructions from supervisor.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Processes semi-monthly payroll.
- Processes bills to be paid upon monthly approval by Board of Trustees.
- Prepares monthly financial reports for Director and Board of Trustees.
- Maintains automated fund accounting system in compliance with library accepted accounting principles.
- Transfers funds and makes deposits to bank accounts as needed.
- Maintains personnel files. Completes new hire paperwork, including I-9s and benefit enrollment when appropriate. Completes necessary employee termination paperwork.
- Handles benefits administration tasks.
- Records and keeps track of paid time off, including sick leave and paid vacation.
- Processes quarterly payroll taxes.
- Completes annual W2 and 1099 forms.
- Records and acknowledges monetary donations.
- Works with auditor in preparation of annual audit.
- Performs related tasks as assigned.

Adopted: December 5, 2017

Delivery & Outreach Coordinator

Supervisor

Assistant Director/Cataloger

Hours of Work

Varied, as needed

General Statement of Responsibilities

Performs various outreach services to the community including but not limited to the distribution of materials between branches.

Qualifications, Education, Experience and Skills Desired

Completion of or enrollment in high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills. Valid driver's license and clean driving record required.

Responsibilities

- Receives oral or written instructions from supervisor.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Selects and prepares materials for delivery.
- Delivers materials to branches and other locations as required.
- Coordinates services to homebound patrons.
- Coordinates visits to nursing and assisted care homes.
- Facilitates programming for nursing and assisted care homes.
- Maintains statistics for outreach services.
- Assists with evaluation of delivery and outreach services.
- Performs related tasks as assigned.

Adopted: December 5, 2017

Children's Program Coordinator

Supervisor
Library Director

Hours of Work
Varied, as needed

General Statement of Responsibilities
Prepares and provides regular programming to children and youth at multiple branch locations.

Qualifications, Education, Experience and Skills Desired
Completion of or enrollment in high school education and previous work experience indicative of ability to work independently on support staff functions requiring many skills. Valid driver's license and clean driving record required.

Responsibilities

- Receives oral or written instructions from supervisor.
- Plans work according to established procedures.
- Prioritizes tasks within work assignment.
- Coordinates programming in advance of promotion and implementation.
- Recommends and makes purchases to supplement children's programming.
- Promotes programming in coordination with Library Director.
- Implements programming for children at all branches within Library District.
- Maintains statistics for children's programming.
- Performs related tasks as assigned.

Adopted: December 5, 2017