

LIBRARY ASSOCIATE 1/2 (PR/MARKETING) DRAFT

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Reports to the PR/Marketing Coordinator

PAY GRADE: 5/6

POSITION SUMMARY

The Library Associate (PR/Marketing) provides editorial, content creation, administrative, and design support for the PR/Marketing Team. The person in this position is in regular contact with staff throughout the Library to check facts, verify details, and tie up loose ends before publications are disseminated to the public. This position requires a high level of professionalism and discretion as shown through consistent work outputs, excellent interpersonal skills, the ability to manage multiple projects and tasks with a high level of attention to detail, and maintenance of confidentiality relative to Library staff, vendor, board, and general public interactions.

ESSENTIAL JOB FUNCTIONS

- Copy edits and proofreads content for a wide range of communications, such as social media, newsletters, website, and online calendar, Library public relations and marketing campaigns, news releases, and internal and external marketing and promotional materials
- Works closely with the PR/Marketing Coordinator and Graphic Arts Specialist in the creation and delivery of the semi-monthly newsletter, weekly e-newsletter, monthly staff newsletter, and regular social media posts on Facebook and TikTok
- Explores and researches opportunities to increase brand awareness and user experiences at the library and through its digital platforms
- Engages with staff from various departments to synthesize information to be used to market library programs and services
- Provides backup support for programs and events as needed; may assist patrons in the use of the Library's program and events calendar, as needed (booking meeting rooms, verifying equipment needs, etc.)
- Assists in preparing for and delivering onsite and off site programs and meetings as directed
- Works with the Library Associate (Administration) to sort and post community based promotional materials
- Provides back up support for sorting and routing the Library's mail
- Maintains PR/Marketing forms, supplies, and other materials as needed
- Tracks and reports accurate social media and other PR/Marketing related traffic, usage, and patron statistics as assigned
- Participates on an in-house Library committee as assigned
- Performs ongoing assignments of moderate levels of complexity and difficulty, such as preparing and delivering marketing and public relations product for programs and activities, book discussion groups, citizen services, or technology classes with support from department librarians and specialists
- Utilizes
- Assists with training new staff as needed
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability and desire to serve the public and staff with friendliness, tact, and diplomacy
- Working knowledge of trends on TikTok and Facebook and how the library can capitalize on these trends

- Ability to establish and maintain effective working relationships with staff members, vendors, elected/public officials, and the general public
- Ability to be adaptable, flexible, and deal positively with change
- Ability to remain calm and objective during stressful situations and take appropriate action when resolving conflicts
- Ability to troubleshoot, maintain, and make minor repairs to equipment within scope of knowledge
- Ability to follow established practice to manage a library program, display, or similar project and seek assistance as needed
- Ability and willingness to acquire knowledge of emerging technologies and job related skills
- Solid knowledge of books, authors, popular culture, and current events
- Excellent written and verbal communication skills; listening skills
- Ability to troubleshoot, problem solve, and apply knowledge and technology in practical ways
- Ability to manage and prioritize multiple tasks for various projects simultaneously
- Ability to acquire new skills and train others
- Ability to adhere to strict deadlines and complete work with attention to detail

PHYSICAL AND MENTAL REQUIREMENTS

- Sufficient clarity of speech and hearing to communicate effectively with other staff and the public
- Sufficient manual dexterity to operate library and office equipment such as a keyboard, touch screen, or other input device
- Sufficient personal mobility and strength to move throughout the library and grounds as needed to monitor library operations and assist patrons with library equipment and services; may require stooping, twisting, lifting, and carrying up to 30 lbs. Must be able to push a fully loaded book cart.

WORK ENVIRONMENT

Work is typically performed indoors in a standard public library environment and involves extended periods of sitting, working at a personal computer, and answering the telephone.

Travels to offsite locations within the library district to assist with Library programs and events.

EDUCATION, EXPERIENCE, AND TRAINING

- Associates Degree or Library Technical Associate (LTA) degree from an accredited college or university or equivalent combination of formal education and experience; Bachelor's degree in English, professional writing, communications or related field or equivalent combination of formal education and experience, preferred
- Familiarity with creative tools such Canva design and Adobe Creative Cloud
- Photography and videography skills, preferred
- One year of experience in a formal copy-editing role in a team setting; demonstrated experience in a public library or similar environment, preferred
- Demonstrated skill or knowledge of social media, copy editing, graphic design, or professional communications
- Experience in using communications related technology, especially with MS Office, Google Office Suite, email, and online resources

ADDITIONAL QUALIFICATIONS

- Ability to travel between library sites and to various library related staff training and meeting sites

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FOR WEB PAGE

Library Associate (PR/Marketing)

FT/PT: Part-time, hourly, non-exempt

Hours: 20-25 hours/week (flexible schedule)

Wages: Starts at \$18.50-21.50/hour - depending on qualifications and experience

We are seeking a creative and detail-oriented individual to provide editorial, content creation, administrative, and design support for the PR/Marketing Team. The person in this position is in regular contact with staff throughout the Library to check facts, verify details, and tie up loose ends before publications are disseminated to the public.

Responsibilities of this position include: creating content for social media platforms such as Facebook and TikTok, copy editing and proofreading of content for a wide range of communications both digitally and in print, exploring and researching opportunities to increase brand awareness and user experiences at the library and through its digital platforms, performing administrative tasks as assigned, and providing backup support for programs and events as needed.

Skills we are looking for:

- **High-attention to detail** with editorial tasks
- **Skill in conveying concepts creatively, logically, and concisely** in writing
- **A knack for understanding what's inherently interesting** and relevant about whatever you're communicating
- **Great creative judgment.** You'll need to know polished, clever, and clear printed and visual communication when you see it and what to do when you do not
- **Knowledge and/or interest in creative design tools** (such as Canva & the Adobe Creative Suite), **photography, and videography.** No, we are not striving to be the next Netflix, but we do want to make sure our content has a certain degree of fun, quality, and professionalism

This position includes a robust benefits package including dental insurance coverage; IMRF retirement plan; and a paid time off plan.

Please complete the Library's [employment application](#) and provide a cover letter, resume, and portfolio with your application.

LIBRARY ASSOCIATE 1 & 2 DRAFT -- DRAFT -- DRAFT

Reports to Department Manager (Adult, Branch, Maker, Youth, Administration)

PAY GRADE: 5/6

POSITION SUMMARY

The Library Associate is a public facing position that performs direct customer service as well as a wide variety of departmental tasks necessary in implementing Library programs and services. A Library Associate may serve in Adult, Youth, Technology/Makerspace, or Branch Services.

ESSENTIAL JOB FUNCTIONS

- Staffs public service desk, chat service, telephone or department area as assigned
- Provides readers' advisory, technology, and research support within the scope of knowledge, referring more complex questions as appropriate
- Performs intermediate catalog, database, and internet searches, and refers to Department Specialists or Librarians as needed
- Provides basic instruction in database use to patrons
- Assists patrons in the use of library services and departmental equipment
- Assists patrons with library program, meeting/study room, and equipment reservations
- Assists in preparing for and delivering onsite and off site programs and meetings within the scope of the department as directed
- Assists with setting up displays of books, media, and other promotional materials
- Maintains departmental forms, supplies, and other materials as needed
- Tracks and reports accurate attendance, usage, and patron statistics as assigned
- Participates on an in-house Library committee as assigned
- Assists with collection maintenance in assigned area, including activities such as running reports, pulling materials for consideration for deselection, recommending titles for purchase, monitoring standing orders as needed
- Works with Department Manager or Librarian to deliver library programs, services, or discussion groups to further Library strategic initiatives
- May perform advanced database searches and request materials and resources to fill loans from libraries outside of the consortium (i.e. WorldCat, ILL, Early Childhood, Genealogy resources, Citizen Services, Outreach)
- Follows up on unfillable holds reports
- Performs ongoing assignments of moderate levels of complexity and difficulty, such as preparing for and delivering programs and activities, book discussion groups, citizen services, or technology classes with support from department librarians and specialists
- Assists with training new staff as needed
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability and desire to serve the public with friendliness, tact, and diplomacy
- Ability to establish and maintain effective working relationships with staff members and the general public
- Ability to be adaptable, flexible, and deal positively with change
- Ability to remain calm and objective during stressful situations and take appropriate action when resolving conflicts

- Ability to troubleshoot, maintain, and make minor repairs to equipment within scope of knowledge
- Ability to follow established practice to manage a library program, display, or similar project and seek assistance as needed
- Ability and willingness to acquire knowledge of emerging technologies and job related skills
- Solid knowledge of books, authors, popular culture, and current events; ability to perform a reference interview
- Excellent written and verbal communication skills; listening skills
- Ability to troubleshoot, problem solve, and apply knowledge and technology in practical ways
- Ability to create and edit content for the Library's website, social media, and other online delivery platforms
- Ability to manage and prioritize multiple tasks
- Ability to acquire new skills and train others

PHYSICAL AND MENTAL REQUIREMENTS

- Sufficient clarity of speech and hearing to communicate effectively with other staff and the public
- Sufficient manual dexterity to operate library and office equipment such as a keyboard, touch screen, or other input device
- Sufficient personal mobility and strength to move throughout the library and grounds as needed to monitor library operations and assist patrons with library equipment and services; may require stooping, twisting, lifting, and carrying up to 30 lbs. Must be able to push a fully loaded book cart.

WORK ENVIRONMENT

Work is typically performed indoors in a standard public library environment and involves extended periods of sitting, working at a personal computer, answering the telephone, and reaching.

May travel to offsite locations within the library district to deliver library materials or provide services.

EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's or Library Technical Associate (LTA) degree from an accredited college or university or equivalent combination of formal education and experience
- Minimum of one year of experience working with the public in a public library or similar environment
- Experience in using technology, especially with MS Office, Google Office Suite, email, and online resources
- Demonstrated skill or knowledge in identified area of need, which moves the Library toward a stated Strategic Initiative
- Minimum of two years of experience in a similar position at AAPLD or comparable organization

ADDITIONAL QUALIFICATIONS

- Ability to travel between library sites and to various library related staff training sites

LIBRARY PAGE 1 & 2

Reports to Materials Handling Coordinator

Pay Grade 2/3

POSITION SUMMARY

The Library Page performs a variety of routine tasks to maintain the organization and tidiness of Library materials, shelves, and other areas as assigned. Organizes and shelves books and other media according to established standards. Utilizes preset reports to search for, locate, and retrieve items as requested.

ESSENTIAL JOB FUNCTIONS

- Sorts materials by call number prior to shelving
- Shelves materials in the correct order and location
- Straightens, cleans, and shifts materials on shelves as needed, bringing materials in poor condition to the attention of the Supervisor or Circulation staff
- Answers simple directional questions and assists patrons within the scope of knowledge. Refers more complex questions to appropriate staff member
- Searches for items from preset Polaris reports as assigned by Supervisor or Circulation Staff
- Shelf reads to maintain accurate materials location
- Keeps immediate Supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems; suggests new or improved ways of addressing such problems
- Performs room setups as assigned
- Reviews multi-piece kits for shelf readiness
- Checks shelves for "Claims Returned" items
- Reviews email for staff requested shelf checks
- Discharges materials for Circulation as required
- Assists with withdrawn materials as assigned by Supervisor
- Assists with training staff new to the position
- May occasionally assist in preparing supplies or materials Library programs at either Library facility or at offsite locations, as needed and approved by Supervisor
- May participate on an in-house Library committee as assigned
- Performs other duties as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of the purpose and function of public libraries
- Knowledge of and ability to apply alphabetical order and Dewey decimal system
- Ability to understand and follow written and oral instruction and prioritize work within a set framework
- Ability to remain calm and objective during stressful situations and take appropriate action when resolving conflicts
- Ability to establish and maintain effective working relationships with staff members from all departments
- Ability to be adaptable, flexible, and deal positively with change
- Basic computer skills, Gmail, Google Forms, Google Hangouts, Google Sheets, and Google Docs, Polaris
- Intermediate computer skills and knowledge of library copiers, printers, Polaris, Google apps
- Ability to troubleshoot, maintain, and make minor repairs to equipment within scope of knowledge

- Demonstrated interest in and ability to acquire knowledge and job related technologies and skills

PHYSICAL AND MENTAL REQUIREMENTS

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- Sufficient clarity of vision with or without accommodation to accurately organize and shelve a variety of library materials, operate library and office equipment such as a keyboard, touch screen, or other input device
- Sufficient clarity of speech and hearing to communicate effectively with other staff and the public as needed
- Sufficient manual dexterity to organize and shelve a variety of library materials, operate library and office equipment such as a keyboard, touch screen, or other input device
- Sufficient personal mobility, physical strength and stamina stand, stoop, bend, reach, twist, and lift materials weighing up to 30 pounds and push carts of materials weighing up to 40 pounds

WORK ENVIRONMENT

Work is typically performed indoors in a standard public library environment. Requires occasional outdoor work in all weather to assist with outdoor programs and services. May travel to offsite locations within the library district to assist with delivery of library materials or services.

EDUCATION, EXPERIENCE, AND TRAINING

- Completion of the eighth grade
- Minimum of one year of experience in a similar position at AAPLD

ADDITIONAL QUALIFICATIONS

- Able to work at Branch location as needed

ADULT PROGRAMMING & OUTREACH SPECIALIST

Reports to Adult Services Manager

PAY GRADE: 7

POSITION SUMMARY

Under the supervision of the Adult Services Manager, the Adult Programming and Outreach Specialist analyzes needs, and plans and implements programs, services, and promotional materials for adults of all ages to further the Library's mission, vision, and strategic initiatives. Provides programming, activities, and guidance for Library patrons to foster a love of reading, enrichment, and lifelong learning.

ESSENTIAL JOB FUNCTIONS

- Creates innovative events, activities, programs, and promotional materials and displays for adults of all ages to foster a love of reading, exploration, and lifelong learning
- Works with the Adult Services Manager and other library staff to develop library events, programs, services, and/or discussion groups to further Library strategic initiatives
- Serves as programming and outreach subject specialist and resource for the staff and public
- Maintains relationships with individuals and organizations in the community who share a common purpose
- Works with community partners to provide services, programs, events, and discussion groups to further Library strategic initiatives
- Keeps abreast of popular culture and trends in educational and recreational resources, events, and activities for adults and high school aged teens
- Staffs Adult Services Reference and Tech Desks, chat service, telephone or other area as assigned
- Provides basic to intermediate literacy, technology, research and readers advisory guidance for adults of all ages and staff; refers more complex inquiries to department librarians as appropriate
- May assist with collection maintenance in assigned area (Polish Language)
- May participate in an in-house library committee as assigned
- Interprets and enforces Library policy as needed
- Serves as Person in Charge as needed
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability and desire to serve the public with friendliness, tact, and diplomacy
- Advanced knowledge of and enthusiasm for adult programming, enrichment, and activities and a desire and ability to teach others
- Ability to acquire and apply job related knowledge in practical ways
- Demonstrated interest in and ability to acquire knowledge of emerging job related technologies and skills
- Excellent written and verbal communication skills
- Ability to think on one's feet under pressure to create solutions to complex problems on short notice
- Ability to establish and maintain effective working relationships with staff members and the general public
- Adaptable, flexible, and engaging; able to inspire confidence to lead change in a positive manner
- Ability to troubleshoot, maintain, and make minor repairs to equipment within scope of knowledge
- Other duties as assigned

PHYSICAL AND MENTAL REQUIREMENTS

- Self-motivation, a professional attitude, and demonstrated sense of commitment to the Library Mission
- Sufficient clarity of speech and hearing or other communication capabilities to communicate effectively with other staff and the public
- Sufficient manual dexterity to operate library and office equipment such as a keyboard, touch screen, or other input device
- Sufficient personal mobility and physical reflexes to move about the library facilities and grounds to monitor library operations and assist patrons with programs, equipment, and services

WORK ENVIRONMENT

Work is typically performed indoors in a standard public library environment and involves extended periods of sitting, working at a personal computer, answering the telephone, and reaching. May require stooping, twisting, lifting, and carrying up to 30 lbs.

May travel to offsite locations within the library district to deliver library materials or provide services.

EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's degree from an accredited college or university or equivalent combination of formal education and experience
- Experience working in public library or similar environment

ADULT SERVICES LIBRARIAN

Reports to Adult Services Manager

PAY GRADE: 8

POSITION SUMMARY

Under the supervision of the Adult Services Manager, the Adult Services Librarian analyzes community needs, and plans and implements the services, programs, and collections for patrons ages 14 and older to further the Library's mission, vision, and strategic initiatives. Provides in-depth and high level guidance and expertise with

readers advisory, research assistance, literacy information, and instruction to Library patrons. Plans and conducts Library, reading related, literacy, and technology focused programs for patrons ages 14 and older.

ESSENTIAL JOB FUNCTIONS

- Keeps abreast of popular culture and literary journals, reviews, and related information sources for trends in reading, movies, television, and music
- Creates activities, promotional displays, and programs to foster a love of reading, exploration, and lifelong learning
- Maintains and develops Library collections in assigned areas, including analyzing and anticipating community needs to maximize collection usage within a budget
- Tracks usage statistics and selects and deselects titles in assigned areas to maintain a balanced and well used collection
- Provides in depth readers advisory, technology, and research guidance for patrons and staff
- Staffs public service desk, chat service, telephone or department area as assigned
- Performs periodic and ongoing projects and assignments with high levels of complexity and difficulty
- Participates on an in-house library committee as assigned
- Interprets and enforces Library policy as needed
- Establishes and maintains effective working relationships with staff members and the general public
- Serves as Person in Charge in a rotation or as scheduled
- May represent the Library on professional committees or groups at the system, state, or national level
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of books, media, authors, popular culture, and current events
- Extensive knowledge of and ability to build and maintain balanced and effective collections in assigned areas; well developed knowledge of and ability to use Dewey Decimal System
- Knowledge of emerging technologies and of their use for innovative library services
- Excellent written and verbal communication skills; well developed listening skills; ability to conduct a reference interview
- Ability to prepare content and post to the Library's website, social media, and other online delivery platforms to promote the library and its services
- Considerable ability and to exercise professional judgement in analyzing and solving problems; skill

in conflict resolution

- Ability to manage multiple projects simultaneously; set priorities, make independent decisions, and exercise discretion with patrons and staff
- Adaptable, flexible, and engaging; able to inspire confidence and lead change in a positive manner ● Ability to develop and provide training for the public in software applications, databases, and other new technologies

PHYSICAL AND MENTAL REQUIREMENTS

- Sufficient clarity of speech and hearing to communicate effectively with other staff and the public
- Sufficient manual dexterity to operate library and office equipment such as a keyboard, touch screen, or other input device
- Sufficient personal mobility and physical reflexes to monitor library operations within the department
- Ability to bend, stoop, lift, and carry. Ability to push a fully loaded book cart.

WORK ENVIRONMENT

Work is typically performed indoors in a standard public library environment and involves extended periods of sitting, working with the public at a personal computer, answering the telephone, and keyboarding.

May travel locally to work at either location, deliver library materials, or provide services at off site locations

EDUCATION, EXPERIENCE, AND TRAINING

- MLS/MLIS degree from an ALA-accredited college or university
- Experience working in public library or similar environment, one year preferred

ASSISTANT DIRECTOR

Reports to Executive Director

PAY GRADE: 11

POSITION SUMMARY

Under the supervision of the Executive Director, the Assistant Director serves as the second-in-command of the Library. The Assistant Director manages all human resources responsibilities, oversees facilities maintenance and repairs, and supervises the Facility Maintenance staff. The Assistant Director also participates in preparing the annual Library budget, monthly and annual reports, and the annual audit. The Assistant Director is a member of the Library's Management Team.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

Executive Functions

- Performs the duties of the Executive Director in the absence of and at the Executive Director's discretion, including public relations, personnel, and budget duties
- Provides advice, direction, and interpretation of library policies, mission, values, and strategic direction
- Serves on the Library's management team, including serving as Person in Charge
- Plans, develops and implements Library services to align with the Library's strategic objectives

HR Functions

- Manages or oversees Library wide human resource functions including:
 - Payroll and benefits for staff, including group health insurance plans, IMRF, paid time off, and other benefits
 - Collaborates with the Executive Director and Management Team to draft, review, and revise job descriptions and job postings
 - Participates in recruiting, interviewing, onboarding, and orienting new employees
 - Monitors performance evaluations and the review process of current employees
 - Manages termination procedures for exiting employees

Administrative Functions

- Oversees monthly AP accounting preparation
- Prepares monthly and annual statistical and special reports by collecting and analyzing pertinent data
- Improves the quality of Library services through individual and general staff development by planning and implementing staff training
- Attends and participates in professional organizations, meetings, and other continuing education to increase professional knowledge and skills
- Develops, interprets, and enforces Library policy with Library staff and public

Facilities Related Functions

- Hires, trains, schedules, develops, and evaluates staff as assigned
- Prepares and administers annual budget for facilities and grounds maintenance and supplies
- Oversees building and grounds related contracts and services

Performs related work as required, as well as other duties assigned by the Executive Director

KNOWLEDGE, SKILLS, AND ABILITIES

- Comprehensive knowledge of the principles, practices, and techniques of library services and management; familiar with emerging library technologies and digital content
- Comprehensive knowledge of the principles, practices, and techniques of human resources and personnel management
- Advanced skill in hiring, training, supervising, and evaluating and adapting, if needed, the work of others
- Knowledge of high level community and political wants, needs, processes and procedures that affect the public services offered by the library
- Desire and ability to establish and maintain effective working relationships with staff, colleagues, vendors, and general public
- Understanding of and ability to apply library ethics and statutes; analyze professional problems; use discretion when dealing with sensitive or confidential subjects, information, or situations; exercise sound judgment when managing challenging situations; and take appropriate action
- Awareness of current events, pop culture, and social trends
- Excellent written and oral communication skills
- Ability to compile and analyze information, and plan, organize, and administer a department
- Ability to work well under pressure, delegate work effectively, set own priorities for work to be done, and meet deadlines
- Desire to continually learn and grow for the benefit of the library, the community, and self
- Ability to travel to off-site locations for meetings, conferences, continuing education, or other activities
- Skill in public speaking and presentations
- Skill in leadership, motivation, and coordination of the work of others
- Ability to understand, give, and follow oral and/or written policies, procedures, and instructions

WORK ENVIRONMENT

- Work is typically performed sitting in an office or at a public service desk, with some walking, light lifting and other limited physical activities.
- Frequent sustained operation of office equipment is required
- Work often occurs in the library buildings or on library grounds, but may also occur at off-site locations

PHYSICAL AND MENTAL REQUIREMENTS

- Sufficient clarity of speech and hearing to communicate effectively with a wide variety of people
- Sufficient vision to produce and review a wide variety of technical and training materials, written correspondence, reports and related materials in both electronic and hard copy form
- Sufficient manual dexterity to operate a computer or similar device for several hours at a time each day
- Sufficient personal mobility and physical reflexes to climb stairs or step over or around obstacles, stoop to move through low passages to inspect, monitor, and supervise library facilities and systems at both locations.
- Must be able to attend library system, village, community, and public meetings at various locations on a regular basis

EDUCATION, EXPERIENCE, AND TRAINING

- Requires an MLS from an ALA-accredited college or university or equivalent combination of education and professional experience
- A minimum 4 years of post-graduate experience in a public library, preferably in a public facing department
- Three years of supervisory experience at a departmental level required

CIRCULATION LIBRARY ASSISTANT 1

Reports to Circulation Manager

PAY GRADE: 3

POSITION SUMMARY

The Circulation Library Assistant provides front line customer service; greets patrons as they enter the library; processes library card applications; accesses and maintains patron records; checks materials in and out; and assists with basic questions about Library equipment and services. The Library Assistant is a public facing position that performs a wide variety of routine tasks to support library patrons and staff. Assists patrons and staff with basic questions about library software, computers, equipment, projects, and programs, referring more complex questions as appropriate.

ESSENTIAL JOB FUNCTIONS

- Staffs the Circulation Services desk, telephone, or otherwise defined area, as assigned
- Provides basic technology assistance for patron records, self-checkout, library fax and copy services within the scope of knowledge, referring more complex questions as appropriate
- Assists patrons in the basic use of library services and equipment
- Provides basic assistance with library program registration, meeting/study room, and equipment reservations
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems; suggest new or improved ways of addressing such problems
- Uses departmental equipment, forms, supplies, and other materials as needed
- Provides Citizen Services, such as voter registration, notary services, etc.
- Participates on an in-house Library committee as assigned
- Performs other duties as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to serve the public with friendliness, tact, and diplomacy
- Ability to establish and maintain effective working relationships with staff members and the general public
- Ability to remain calm and objective during stressful situations and take appropriate action when resolving conflicts
- Ability to be adaptable, flexible, and deal positively with change
- Ability to troubleshoot, maintain, and make minor repairs to Circulation Department equipment within scope of knowledge
- Ability to acquire and use job related technologies and skills
- Excellent written and verbal communication skills; listening skills

PHYSICAL AND MENTAL REQUIREMENTS

- Sufficient clarity of speech and hearing to communicate effectively with other staff and the public
- Sufficient manual dexterity to operate library and office equipment such as a keyboard, touch screen, or other input device

- Sufficient personal mobility and physical reflexes to move about the library to assist patrons with library materials and equipment. May require stooping, twisting, lifting, and carrying up to 30 lbs.

WORK ENVIRONMENT

Work is typically performed indoors in a standard public library environment and involves extended periods of sitting, and working with the public at a personal computer, answering the telephone, and reaching.

May travel to offsite locations within the library district to assist with delivery of library materials or services.

EDUCATION, EXPERIENCE, AND TRAINING

- High school graduate or equivalent combination of formal education and experience
- Previous experience working with the public in a similar position preferred
- Customer service experience in a similar position is preferred

CIRCULATION LIBRARY ASSISTANT 2

Reports to Circulation Manager

PAY GRADE: 4

POSITION SUMMARY

The Circulation Library Assistant provides front line customer service; greets patrons as they enter the library; processes library card applications; accesses and maintains patron records; checks materials in and out; and assists with basic questions about Library equipment and services. The Library Assistant is a public facing position that performs a wide variety of routine tasks to support library patrons and staff. Assists patrons and staff with basic questions about library software, computers, equipment, projects, and programs, referring more complex questions as appropriate.

ESSENTIAL JOB FUNCTIONS

- Staffs the Circulation Services desk, telephone, or otherwise defined area, as assigned
- Provides basic technology assistance for patron records, self-checkout, library fax and copy services within the scope of knowledge, referring more complex questions as appropriate
- Assists patrons in the basic use of library services and equipment
- Provides basic assistance with library program registration, meeting/study room, and equipment reservations
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems; suggest new or improved ways of addressing such problems
- Uses departmental equipment, forms, supplies, and other materials as needed
- Provides Citizen Services, such as voter registration, notary services, etc.
- Participates on an in-house Library committee as assigned
- Assists patrons with library program, meeting/study room, and equipment reservations
- Assists in preparing for and delivering library programs as directed
- Maintains, evaluates and revises departmental equipment, forms, supplies, and other materials as needed
- Tracks and reports accurate attendance or visits, usage, and patron statistics as assigned
- Assists in training new staff members in the position
- Performs other duties as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to serve the public with friendliness, tact, and diplomacy
- Ability to establish and maintain effective working relationships with staff members and the general public
- Ability to remain calm and objective during stressful situations and take appropriate action when resolving conflicts
- Ability to be adaptable, flexible, and deal positively with change
- Ability to troubleshoot, maintain, and make minor repairs to Circulation Department equipment within scope of knowledge
- Ability to acquire and use job related technologies and skills
- Excellent written and verbal communication skills; listening skills

- Demonstrates initiative and judgment within scope of responsibilities
- Ability to prioritize and carry out daily tasks and lead others in the same
- Skill in developing rapport and training others

PHYSICAL AND MENTAL REQUIREMENTS

- Sufficient clarity of speech and hearing to communicate effectively with other staff and the public
- Sufficient manual dexterity to operate library and office equipment such as a keyboard, touch screen, or other input device
- Sufficient personal mobility and physical reflexes to move about the library to assist patrons with library materials and equipment. May require stooping, twisting, lifting, and carrying up to 30 lbs.

WORK ENVIRONMENT

Work is typically performed indoors in a standard public library environment and involves extended periods of sitting, and working with the public at a personal computer, answering the telephone, and reaching.

May travel to offsite locations within the library district to assist with delivery of library materials or services.

EDUCATION, EXPERIENCE, AND TRAINING

- High school graduate or equivalent combination of formal education and experience
- Previous experience working with the public in a similar position preferred
- Minimum of one year of experience in a similar position at AAPLD or comparable organization

EXECUTIVE DIRECTOR

Reports to Board of Library Trustees

Policy direction is provided by the Board of Library Trustees. Receives administrative direction from the Board President. Exercises direct and indirect supervision over Library staff.

PAY GRADE: 12

POSITION SUMMARY

Performs executive and high level strategic work directing all operations and activities of the Algonquin Area Public Library District. The Executive Director plans, organizes, directs, evaluates, and reviews the Library's resources, services, and programs to respond to the needs of the community. Work includes planning and implementing the District's short-term and long-range goals, developing and monitoring budget resources and oversight of the staff and services. Work includes frequent contact with the Board and local and state leaders regarding library services, funding and collaborative efforts, as well as contact with consortial library directors and other professionals to plan and discuss services. Work is performed under direction of the Library Board in accordance with board policies and objectives and is reviewed for results obtained. Supervision extends to the entire staff of the Library District.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

- Confers with the Library Board on policies and long-range planning and programming; recommends new policies and advises of new concepts in organizations, procedures, equipment, and technology through periodic reports; prepares reports for and advises on progress toward goals, budget issues, and planning
- Leads the Management Team in goal setting, personnel administration, program initiation, training, problem solving, and achievement of objectives
- Plans, develops, directs, and implements library services for the Library District
- Develops strategic goals and specific annual goals and objectives; evaluates library services and determines future action; oversees collection development
- Directs budget preparation and administration; negotiates and oversees contracts for services provided to the Library District; develops plans for capital expenditures, researches or supervises the preparation of statistical reports regarding Library District operation, finances, and programs
- Oversees the employment, retention, promotion, transfer, and termination of Library District personnel consistent with approved personnel policies, rules, and regulations; serves as final authority on all personnel matters; provides leadership and training for staff
- Represents the Library District at various professional conferences and public meetings; makes presentations, attends and chairs meetings; works with the library system, state library, and state legislative body to achieve progressive library legislation and funding for public libraries and on collaborative efforts
- Participates in professional library organizations concerned with trends and innovations related to public needs and services
- Keeps abreast of advances in technology and plans for applications to improve and enhance library services
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to plan, organize, and lead an organization
- Comprehensive knowledge of the principles, practices, and techniques of library services and personnel management; familiar with emerging library technologies and digital content
- Thorough knowledge of high level community and political wants, needs, processes and procedures that affect the public services offered by the library
- Desire and ability to establish and maintain effective working relationships with staff, colleagues, vendors, and general public
- Understanding of and ability to apply library ethics and statutes; use discretion when dealing with sensitive or confidential subjects, information, or situations; and exercise sound judgement when managing challenging situations
- Awareness of current events, pop culture, and social trends
- Excellent written and oral communication skills
- Ability to compile and analyze information
- Ability to work well under pressure, delegate work effectively, set own priorities for work to be done, and meet deadlines
- Ability to analyze professional problems, use sound judgment, and take appropriate action
- Adaptable, flexible, and engaging; ability to inspire confidence to lead change in a positive manner
- Ability to travel to off-site locations for meetings, conferences, continuing education, or other activities
- Skill in public speaking and presentations
- Skill in leadership, motivation, and coordination of the work of others
- Ability to understand, give, and follow oral and/or written policies, procedures and instructions

WORK ENVIRONMENT

- Work is typically performed sitting in an office or at a public service desk, with some walking, light lifting and other limited physical activities.
- Frequent sustained operation of office equipment is required
- Work often occurs in the library buildings or on library grounds, but may also occur at off-site locations

PHYSICAL AND MENTAL REQUIREMENTS

- Sufficient clarity of speech and hearing to communicate effectively with a wide variety of people
- Sufficient vision to produce and review a wide variety of technical and training materials, written correspondence, reports and related materials in both electronic and hard copy form
- Sufficient manual dexterity to operate a computer or similar device for several hours at a time each day
- Sufficient personal mobility and physical reflexes to climb stairs or step over or around obstacles, stoop to move through low passages to inspect, monitor, and supervise library facilities and systems at both locations.
- Must be able to attend library system, village, community, and public meetings at various locations on a regular basis

EDUCATION, EXPERIENCE, AND TRAINING

- Requires an MLS from an ALA-accredited college or university or equivalent combination of education and professional experience.
- A minimum 5 years of progressively responsible, post-graduate experience in a public library
- Minimum of three years of supervisory experience at a departmental level required

LIBRARIAN 1/2 DRAFT -- DRAFT -- DRAFT

Reports to Department Manager (Adult, Branch, Youth, Technical Services, Administration (Outreach))

PAY GRADE: 8/9

POSITION SUMMARY

Under the supervision of the Department Manager, the Librarian analyzes community needs, and plans and implements the services, programs, and collections for the department to further the Library's mission, vision, and strategic initiatives. Provides in-depth and high level guidance and expertise with readers advisory, research assistance, literacy information, and instruction to Library patrons. Plans and conducts Library, reading related, literacy, and technology focused programs. Serves as department subject expert in areas of specialty and provides leadership and training for Library staff.

ESSENTIAL JOB FUNCTIONS

- Keeps abreast of popular culture and literary journals, reviews, and related information sources for trends in reading, movies, television, and music
- Creates activities, promotional displays, and programs to foster a love of reading, exploration, and lifelong learning
- Maintains and develops Library collections in assigned areas, including analyzing and anticipating community needs to maximize collection usage within a budget
- Tracks usage statistics and selects and deselects titles in assigned areas to maintain a balanced and well used collection
- Provides in depth readers advisory, technology, and research guidance for patrons and staff
- Staffs public service desk, chat service, telephone or department area as assigned
- Performs periodic and ongoing projects and assignments with high levels of complexity and difficulty
- May participate on an in-house library committee as assigned
- Interprets and enforces Library policy as needed
- Establishes and maintains effective working relationships with staff members and the general public
- Serves as Person in Charge in a rotation or as scheduled
- Serves as point person and coordinates across departments for the staff and public in assigned area of specialization
- Serves as a Library trainer in area of specialization
- Performs website, vendor patron interface, and catalog development and maintenance activities as needed
- Collaborates with colleagues from other departments, other libraries, and community partners who serve a similar audience to develop programs, services, and discussion groups to further Library strategic initiatives
- Leads an in-house library committee as needed
- May represent the Library on professional committees or groups at the system, state, or national level
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of books, media, authors, popular culture, and current events
- Knowledge of emerging technologies and of their use for innovative library services
- Excellent written and verbal communication skills; well-developed listening skills; ability to conduct a reference interview
- Ability to prepare content and post to the Library's website, social media, and other online delivery platforms to promote the library and its services

Commented [1]: Librarian 2 responsibilities are listed in green.

Commented [2]: Librarian 2 has additional expertise in technology, education (for a specific age group or subject), digital resources or cataloging/ILS. This expertise enables the library to offer additional services to the public. which are coordinated by the Librarian 2, and the Librarian 2 serve as a trainer for other library staff.

Commented [3]: Technology, STEM, Early Literacy, Genealogy, or Digital Resources/ILS, library wide Outreach/Marketing/PR

- Considerable ability and to exercise professional judgement in analyzing and solving problems; skill in conflict resolution
- Ability to manage multiple projects simultaneously; set priorities, make independent decisions, and exercise discretion with patrons and staff
- Adaptable, flexible, and engaging; able to inspire confidence and lead change in a positive manner
- Ability to develop and provide training for the public in software applications, databases, and other new technologies
- Advanced knowledge of and enthusiasm for area of specialty and a desire and ability to teach others
- Ability to apply new information or knowledge in practical ways and inspire confidence to lead change in a positive manner
- Ability to recognize opportunities and conceptualize and develop innovative or emerging programs and services in support of the Library's mission, vision, and strategic initiatives
- Ability to assess viability and success library programs and services and determine the best course of action
- Ability to manage complex projects within budget and on schedule

PHYSICAL AND MENTAL REQUIREMENTS

- Sufficient clarity of speech and hearing to communicate effectively with other staff and the public
- Sufficient manual dexterity to operate library and office equipment such as a keyboard, touch screen, or other input device
- Sufficient personal mobility and physical reflexes to monitor library operations within the department
- Ability to bend, stoop, lift, and carry. Ability to push a fully loaded book cart.

WORK ENVIRONMENT

Work is typically performed indoors in a standard public library environment and involves extended periods of sitting, working with the public at a personal computer, answering the telephone, and keyboarding.

May travel locally to work at either location, deliver library materials, or provide services at off site locations

EDUCATION, EXPERIENCE, AND TRAINING

- MLS/MLIS degree from an ALA-accredited college or university
- Experience working in public library or similar environment, one year preferred
- Advanced training and demonstrated knowledge in area of specialization
- Minimum of two years of experience in a similar position at AAPLD

Commented [4]: Technology, STEM, Early Literacy, Genealogy, or Digital Resources/ILS

LIBRARY CLERK 1 & 2 (TECHNICAL SERVICES)

Reports to Access Services Manager

Pay Grade 3/4

POSITION SUMMARY

The Technical Services Library Clerk is a support position that performs a wide variety of routine tasks to support Library staff in the delivery of consistent customer service. Performs highly detailed clerical duties and prepares materials for use by staff and public; researches and trouble shoots basic to intermediate issues related to the preparation of Library materials and equipment, referring more complex questions as appropriate.

ESSENTIAL JOB FUNCTIONS

- Prepares Library materials of all kinds for use by the staff and public
- Prepares multi-piece kits for shelf readiness
- Repackages and makes minor to intermediate repairs to Library materials as needed
- Checks shelves for items needing attention as needed
- Assists with withdrawn materials as assigned by Supervisor
- Searches for items from preset Polaris reports as assigned by Supervisor or Circulation Staff
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems; suggests new or improved ways of addressing such problems
- May perform room setups or assist with programs in other departments as assigned
- Assists staff from other departments in preparing materials and supplies for programs and services as directed by the Supervisor
- Assists with training staff new to the position
- Assesses damaged or incomplete multi-piece and Library of Things items as needed; researches solutions and prepares items to for shelf-readiness
- Participates in or supports Library programs at either Library facility or at offsite locations, as needed and approved by the Supervisor
- Participates on an in-house Library committee as assigned
- Performs other duties as required

KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge of the purpose and function of public libraries
- Ability to discern small differences and perform highly detailed work with a wide variety of Library materials
- Knowledge of and ability to apply alphabetical order and Dewey decimal system
- Ability to understand and follow written and oral instruction and prioritize work within a set framework
- Ability to establish and maintain effective working relationships with staff members from all departments
- Ability to be adaptable, flexible, and deal positively with change
- Intermediate computer skills, Polaris, MS Word, MS Excel, Gmail, Google Forms, Google Hangouts, Google Sheets, and Google Docs
- Ability to troubleshoot, maintain, and make minor repairs to equipment within scope of knowledge
- Demonstrated interest in and ability to acquire knowledge and job related technologies and skills

PHYSICAL AND MENTAL REQUIREMENTS

- Sufficient clarity of vision to accurately prepare, affix, correct, or revise labels and other identifying items on Library materials
- Sufficient clarity of speech and hearing to communicate effectively with other staff and the public as needed
- Sufficient manual dexterity to affix labels, cut, fold, wrap, insert, or otherwise manipulate a wide variety of Library materials, operate Library and office equipment such as a keyboard, touch screen, or other input device
- Sufficient personal mobility, physical strength and stamina stand, stoop, bend, reach, twist, and lift materials weighing up to 30 pounds and push carts of materials weighing up to 40 pounds

WORK ENVIRONMENT

Work is typically performed indoors in a standard public Library environment. May travel to offsite locations within the Library district to assist with delivery of Library materials or services.

EDUCATION, EXPERIENCE, AND TRAINING

- High School Graduate or equivalent
- Minimum of one year of experience in a similar position at AAPLD

ADDITIONAL QUALIFICATIONS

- Able to work at Branch location as needed

LIBRARY SPECIALIST 1 & 2 DRAFT -- DRAFT -- DRAFT

Reports to Department Manager

(Access Services (Makerspace, IT, Technical Services), Administration, Adult Services, Eastgate Branch, Youth Services)

PAY GRADE: 7/8

POSITION SUMMARY

Under the supervision of the Department Manager, the Library Specialist analyzes needs, and plans and implements programs, services, and promotional materials to further the Library's mission, vision, and strategic initiatives. Provides programming, activities, and guidance for Library patrons in the subject area of expertise. Serves as subject expert in the area of specialty and provides high level guidance, leadership, and training for Library Staff.

ESSENTIAL JOB FUNCTIONS

- Creates innovative activities, programs, and promotional materials and displays to foster a love of reading, exploration, and lifelong learning
- Works with Department Manager and staff to develop library programs, services, and/or discussion groups to further Library strategic initiatives
- Serves as subject specialist and resource for the staff and public in technology, genealogy, early literacy, or outreach
- Staffs public service desk, chat service, telephone or department area as assigned
- Provides basic to intermediate literacy, technology, research and readers advisory guidance for patrons and staff; refers more complex inquiries to department librarians as appropriate
- Keeps abreast of popular culture and trends in educational and recreational resources and activities in area of specialty
- May assist with collection maintenance in assigned area
- May participate in an in-house library committee as assigned
- Interprets and enforces Library policy as needed
- Serves as Person in Charge as needed
- Collaborates with colleagues from other libraries and community partners who serve a similar audience to develop programs, services, and discussion groups to further Library strategic initiatives
- Serves as staff Trainer in area of expertise
- Establishes, cultivates, and expands relationships with individuals and organizations in the community
- Leads an in-house library committee, task force, or ad hoc work group as needed
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability and desire to serve the public with friendliness, tact, and diplomacy
- Advanced knowledge of and enthusiasm for area of specialty and a desire and ability to teach others
- Intellectual curiosity, inquisitiveness, and the ability to apply knowledge in practical ways
- Demonstrated interest in and ability to acquire knowledge of emerging job related technologies and skills
- Excellent written and verbal communication skills
- Ability to think on one's feet under pressure to create solutions to complex problems on short notice

Commented [1]: Specialist 2 specific information in Green

Commented [2]: Department/position specific information will be added to delineate specific specialties. E.g. Early Literacy Specialist, STEM or Adult Programming Specialist, School Outreach Specialist, Graphic Arts Specialist)

Commented [3]: Early Literacy, STE(A)M, Adult Programming, School Outreach, etc.

Commented [4]: Technology, STE(A)M, Early Literacy, or Audiovisual Equipment and software, Makerspace equipment and processes.

- Ability to establish and maintain effective working relationships with staff members and the general public
- Adaptable, flexible, and engaging; able to inspire confidence to lead change in a positive manner
- Ability to troubleshoot, maintain, and make minor repairs to equipment within scope of knowledge
- Ability to analyze and perform and/or manage a wide variety of library projects and seek assistance as needed
- Extensive knowledge of and enthusiasm for books, media, authors, popular culture, and current events
- Desire and ability to recognize opportunities and conceptualize and develop innovative or emerging programs and services in support of the Library's mission, vision, and strategic initiatives
- Ability to assess the viability and success of library programs and services and determine the best course of action
- Ability to acquire new knowledge, apply that knowledge in practical ways, and to teach others
- Ability to manage complex projects within budget and on schedule

PHYSICAL AND MENTAL REQUIREMENTS

- Self-motivation, a professional attitude, and demonstrated sense of commitment to the Library Mission
- Sufficient clarity of speech and hearing or other communication capabilities to communicate effectively with other staff and the public
- Sufficient manual dexterity to operate library and office equipment such as a keyboard, touch screen, or other input device
- Sufficient personal mobility and physical reflexes to move about the library facilities and grounds to monitor library operations and assist patrons with programs, equipment, and services

WORK ENVIRONMENT

Work is typically performed indoors in a standard public library environment and involves extended periods of sitting, working at a personal computer, answering the telephone, and reaching. May require stooping, twisting, lifting, and carrying up to 30 lbs.

May travel to offsite locations within the library district to deliver library materials or provide services.

EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's degree from an accredited college or university or equivalent combination of formal education and experience; Master's degree or equivalent combination of formal education and experience in the field of specialty
- Experience working in public library or similar environment
- Minimum of one year of experience working in a similar position at AAPLD

BUILDINGS AND GROUNDS MAINTENANCE

TECHNICIAN 1 & 2 DRAFT -- DRAFT

Reports to the Assistant Director (or Buildings and Grounds Coordinator)

PAY GRADE: 5/6

POSITION SUMMARY

The Buildings and Grounds Maintenance Technician assists with the overall general maintenance of the buildings and grounds of the Library. Works with the Maintenance Coordinator to monitor and test as needed the HVAC, lighting, security, and building controls systems. Performs routine and scheduled general maintenance activities such as light bulb replacement, ceiling tile replacement and minor electrical, plumbing, drywall, and painting projects. Responds to off duty emergency calls regarding building related emergencies. May serve as Person in Charge as needed.

ESSENTIAL JOB FUNCTIONS

- Monitors, maintains, cleans, and repairs as needed Library facilities and grounds, furniture, equipment, and related technology, and notifies the Maintenance Coordinator of trouble alerts
- Assists Library staff in setting up, assembling, moving, placing, and using a wide variety of furniture, equipment, and supplies
- Assists staff with program, meeting/study room, and equipment set up, troubleshooting, and maintenance
- Performs custodial work to keep the buildings and grounds safe, clean, and orderly. This includes, but is not limited to sweeping, mopping, vacuuming carpets, dusting and cleaning furniture and shelves and equipment; washing windows; cleaning and supplying restrooms; and removing trash
- Works at either Library building; delivers materials and supplies, and assists with off-site programs and service as needed
- Assists in preparing for and delivering facilities, maintenance, and safety oriented all staff training programs as directed
- Assists with preparing and posting facilities maintenance and safety related materials, postings, and other informational initiatives
- May verify, coordinate, and place orders for building and grounds maintenance materials, and/or equipment within set parameters; schedules and meets with contractors as assigned
- Monitors departmental budget and prepares reports for the Building and Grounds Maintenance Coordinator or Assistant Director routinely and as assigned
- Maintains departmental forms, supplies, and other materials as needed
- Collects, tracks and reports accurate building and equipment related repairs, preventative maintenance, and operation irregularities as assigned
- Assists with building security as needed; ensure the secure opening and closing of the buildings as assigned
- May participate on an in-house Library committee as assigned
- Assists with equipment, supplies, or services acquisition and maintenance in assigned area
 - Includes activities such as running reports or system analysis and acting to address issues or improve performance under the direction of the Maintenance Coordinator

- Researches and recommends equipment, services, technology, and software to facilitate and enhance library facility efficiency, comfort, and conditions
- Works with the Maintenance Coordinator and building controls and security alarm vendors to ensure the integrity and security of the software and systems; investigates and recommends materials or solutions to problems (HVAC enhancements, security and/or safety equipment, systems, or software, coding sources, or equipment/technology support)
- Follows up with staff, or occasionally patrons, on building related questions, problems, or issues as assigned
- Tracks and writes reports of daily activities and irregularities to keep Maintenance Coordinator and Administration updated on the status of the Library Buildings and Grounds
- May serve as Department Person in Charge, if needed

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to be adaptable, flexible, and deal positively with change
- Ability to troubleshoot, maintain, and make repairs to the Library's building and grounds related technology and equipment
- Ability to analyze and perform and/or manage a wide variety of library facility and grounds related projects and seek assistance as needed
- Ability to assess the viability of recommended solutions and assist with implementation
- Advanced skills in buildings and grounds related systems, safety standards, or other related area and the ability to teach others
- Ability to manage multiple projects within budget and on schedule and prioritize projects according to level of need and urgency

PHYSICAL AND MENTAL REQUIREMENTS

- Sufficient clarity of speech and hearing to communicate effectively with other staff and the public, detect alarms, and respond appropriately
- Sufficient fine motor skills to operate library and office equipment such as a keyboard, touch screen, or other input device; fill dispensers or other equipment with liquids, papers, and other materials; operate hand tools and hardware
- Sufficient vision to assess the condition of library facilities, equipment, and grounds and maintain a high standard of cleanliness and order
- Sufficient sense of smell to detect odors that indicate a need for intervention in mechanical and other building and grounds systems
- Sufficient power of observation to recognize minor to intermediate variance in building systems and equipment performance and seek assistance as needed
- Sufficient personal mobility, physical strength and stamina to stand for extended periods, stoop, bend, reach, twist, and lift materials weighing up to 75 pounds and push carts of materials weighing up to 150 pounds

WORK ENVIRONMENT

Work is performed indoors and outdoors in all kinds of weather and may involve potential exposure to hazards such as chemicals. Involves sitting, standing, bending, stooping, reaching, lifting, pulling, and pushing objects and equipment. Work may include extended periods of time looking at computer screens, keyboarding, and occasionally includes making or taking phone calls with technical information. Work includes occasional exposure to chemicals and vapors, debris and dust, and other uncomfortable conditions.

Frequent travel between the main and branch library is required. May also travel to offsite locations within the library district to deliver library materials or provide services.

EDUCATION, EXPERIENCE, AND TRAINING

- Vocational, technical, or trade school training in building trades, security, HVAC, or building controls systems, plus considerable experience in general building maintenance and repair.
- Minimum of one year of experience working in building and grounds maintenance, preferably in a public service agency or similar environment
- Experience in using technology, especially with MS Office, Google Office Suite, email, and online resources
- Minimum of two years of experience in a similar position at AAPLD or comparable organization

LIBRARY ASSOCIATE 1 & 2 (MAKERSPACE)

Reports to the MAKERSPACE COORDINATOR

PAY GRADE: 5/6

POSITION SUMMARY

The Makerspace Library Associate is a public facing position that performs direct customer service as well as a wide variety of tasks necessary in implementing Makerspace and other Library programs and services. Persons in this position assist people of all ages and with widely varying levels of skills and abilities to use the Library's Makerspace equipment, services, programs, and materials; recommends appropriate Maker related reading materials, online resources, and assists with software and hardware in support of Maker activities.

Works with librarians from other departments to develop and deliver programs and activities to support the Library's Strategic Initiatives as directed by the Makerspace Coordinator. May work with librarians and specialists from other departments to maintain the Library's Maker oriented collections as directed by the Makerspace Coordinator.

ESSENTIAL JOB FUNCTIONS

- Staffs Makerspace, chat service, telephone or other designated areas as assigned
- Provides Maker oriented technology, research, and reader's advisory support within the scope of knowledge, referring more complex questions as appropriate
- Performs intermediate internet, database, and catalog searches, and refers questions to other department Library Specialists or Librarians as needed
- Provides basic instruction in Makerspace equipment and database use to patrons
- Assists patrons in the use of library services and departmental equipment
- Assists patrons with library program, meeting/study room, and equipment reservations
- Assists in preparing for and delivering onsite and off site Maker oriented programs and meetings as directed
- Assists with setting up displays of promotional materials, books, and other media
- Maintains departmental forms, supplies, and other materials as needed
- Tracks and reports accurate attendance, usage, and patron statistics as assigned
- Participates on an in-house Library committee as assigned
- Assists with collection maintenance in assigned area, including activities such as running reports, pulling materials for consideration for deselection, recommending titles for purchase, monitoring standing orders as needed
- Works with Department Manager or Librarian to develop and deliver library programs, services, or discussion groups to further Library strategic initiatives
- May perform advanced database searches and request Maker oriented materials and resources to fill loans from libraries outside of the consortium
- Follows up on patron issues and problems as they arise
- Performs ongoing assignments of moderate levels of complexity and difficulty, such as preparing for and delivering programs and activities, Maker oriented clubs, or technology classes with support from librarians and specialists from other departments
- May film and edit videos to demonstrate the use of and promote equipment within the Makerspace
- Assists with training new staff as needed
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability and desire to serve the public with friendliness, tact, and diplomacy
- Ability to establish and maintain effective working relationships with staff members and the general public
- Ability to be adaptable, flexible, and deal positively with change
- Ability to remain calm and objective during stressful situations and take appropriate action when resolving conflicts
- Ability to troubleshoot, maintain, and make minor repairs to equipment within scope of knowledge
- Ability to follow established practice to manage a library program, display, or similar project and seek assistance as needed
- Ability and willingness to acquire knowledge of emerging technologies and job related skills
- Solid knowledge of books, authors, popular culture, and current events; ability to perform a reference interview
- Excellent written and verbal communication skills; listening skills
- Ability to troubleshoot, problem solve, and apply knowledge and technology in practical ways
- Ability to use Audiovisual equipment and software to create and edit content for the Library's website, social media, and other online delivery platforms
- Ability to manage and prioritize multiple projects within budgetary and time constraints
- Ability to acquire new skills and train others

PHYSICAL AND MENTAL REQUIREMENTS

- Sufficient clarity of speech and hearing to communicate effectively with other staff and the public
- Sufficient manual dexterity to operate library and office equipment such as a keyboard, touch screen, or other input device
- Sufficient personal mobility and strength to move throughout the programming space as needed to monitor library operations and assist patrons with library equipment and services; may require quick and efficient movement, stooping, twisting, lifting, and carrying up to 30 lbs. Must be able to push a fully loaded push cart.
- Ability to tolerate extended periods of loud noise
- Ability to be attentive to environment and machines to ensure safe and effective operation
- Ability to function effectively and manage simultaneous activities for people of varying levels of skill and ability

WORK ENVIRONMENT

Work varies from day to day. Typically performed in an indoor environment with maker oriented machines, and involves extended periods of sitting and/or standing, working at a variety of equipment in heavy physical activity or in more sedentary activity at a personal computer or crafting tools or making or taking calls. May require exposure to chemicals, fumes, smoke and vapor.

May travel to offsite locations within the library district to deliver library materials or provide services.

EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's or Associate's degree from an accredited college or university or equivalent combination of formal education and experience
- Minimum of one year of experience working with the public in a Library Makerspace or similar environment
- Working knowledge of technology, including MS Office, Google Office Suite, email, maker specific software such as Easel, Adobe Creative Suite, laser cutting software, 3D printing design software, Silhouette Studio and Cricut Design Space software and similar online resources

- Demonstrated experience with the Maker movement, crafting, DIY tools and equipment, technology and ability to teach others
- Bachelor's or Library Technical Associate (LTA) degree from an accredited college or university or equivalent combination of formal education and experience
- Extensive experience and advanced knowledge of the Maker movement, and specific crafting, DIY tools and equipment, and ability to teach others
- Minimum of two years of experience in a similar position at AAPLD or comparable organization

LIBRARY COORDINATOR (Makerspace)

Reports to Access Services Manager

PAY GRADE: 8

POSITION SUMMARY

Under the supervision of the Access Services Manager, the Makerspace Coordinator is responsible for the equipment, maintenance, materials, programs, and services in and originating from the Library's Makerspace. The Makerspace Coordinator maintains a user-centered focus to analyze needs, create Functional Plans, and implement Maker oriented activities for the public and staff to further the Library's mission, vision, and strategic initiatives as defined by the Executive Director. Collaborates with the Management Team and Digital/Technology Staff, identifies, explores, and advocates for the use of emergent technologies in pursuit of the Library's strategic initiatives.

ESSENTIAL JOB FUNCTIONS

- Plans, coordinates, and implements experiences, services, and procedures for the public and staff in or using the resources of the Makerspace
- Instructs or oversees instruction of patrons and staff on tools, technology, software and activities of the Makerspace, such as 3D printing and design, electronics and coding, and arts and crafting
- Researches, recommends, budgets, coordinates and implements the necessary equipment, furnishings, and software for the Makerspace
- Conducts usability testing or performs industry standard research to ensure that the Library's Makerspace resources and activities are integrated and designed for ease of use and convenience of the public and staff
- Develops and maintains contacts with organizations, individuals, and others to participate and partner with the Library regarding Maker oriented programs, services, and initiatives
- Performs timely and accurate statistical analysis and prepares narrative reports, including annual budget proposals, which includes Makerspace personnel, equipment, programs, supplies, training materials, and library materials
- May hire, train, supervise, and evaluate up to three part time employees within the Library's Makerspace
- Interprets and enforces Library policy as needed
- Acts as Person in Charge as assigned
- Participates in appropriate local, state, and national professional organizations
- Participates in interdepartmental and all-staff meetings; provides input to solving interdepartmental problems; keeps management apprised of changing needs, procedures, and staffing in the Functional Area
- Participates and encourages others in relevant training, continuing education, and/or professional development
- Represents the Library in the community as needed
- Other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work well under pressure, delegate work effectively, set own priorities for work to be done, and meet deadlines
- Ability to analyze professional problems, use sound judgment, and take appropriate action
- Demonstrated interest in and ability to acquire knowledge of emerging job related technologies and skills, including online and alternative delivery of services
- Ability to develop and make significant progress toward work related goals and objectives
- Adaptable, flexible, and engaging; ability to inspire confidence to lead change in a positive manner
- Ability and desire to serve the public and staff with friendliness, tact, and diplomacy
- Knowledge of different learning and communication styles and ability to tailor instruction to meet the needs of staff and patrons of all ages and with varying levels of knowledge and skill
- Ability to establish and maintain effective working relationships with staff, patrons, vendors, and other stakeholders
- Ability to comfortably handle risk and uncertainty
- Ability to travel to off-site locations for meetings, conferences, continuing education, or other activities
- Skill in hiring, training, supervising, and evaluating the work of others
- Ability to think on one's feet under pressure to find solutions to complex problems with short notice

PHYSICAL AND MENTAL REQUIREMENTS

- Regular contact is made with staff members, vendors, technicians, and the general public
- Self-motivation, a professional attitude, and demonstrated sense of commitment to the Library Mission
- Sufficient clarity of speech and hearing or other communication capabilities to communicate effectively with other staff and the public
- Sufficient vision or other powers of observation which permits the employee to produce and review a wide variety of technical and training materials, written correspondence, reports and related materials in both electronic and hard copy format
- Sufficient manual dexterity to operate library and office equipment such as a keyboard, touch screen, or other input device; crafting and DIY tools, and small manipulatives
- Sufficient personal mobility and physical reflexes to move freely throughout the library to oversee areas of responsibility and troubleshoot as needed

WORK ENVIRONMENT

Work is typically performed indoors in a standard public library environment, and involves extended periods of sitting or standing, working at a wide variety of equipment and machinery, often while assisting others, in person, by email or chat sessions, or on the telephone, and . May require stooping, twisting, lifting, and carrying up to 30 lbs.

May travel to offsite locations within the library district to deliver library materials or provide services.

EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's degree from an accredited college or university or equivalent combination of formal education or training and experience;
- Experience working in public library or similar environment, one year preferred

YOUTH SERVICES STE(A)M LIBRARY SPECIALIST 2

Reports to Youth Services Manager

PAY GRADE: 8

POSITION SUMMARY

Under the supervision of the Youth Services Manager, the Youth Services Library Specialist analyzes needs, and plans and implements youth oriented programs, services, and promotional materials to further the Library's mission, vision, and strategic initiatives. Provides STE(A)M programming, activities, and guidance for Library patrons. Serves as subject expert in STE(A)M concepts and teaching and provides high level guidance, leadership, and training for library staff and the public.

ESSENTIAL JOB FUNCTIONS

- Creates innovative STE(A)M themed activities, programs, and promotional materials and displays to foster a love of reading, exploration, and lifelong learning
- Works with Youth Services Manager and staff to develop STE(A)M oriented library programs, services, activities, and/or discussion groups to further Library strategic initiatives
- Serves as STE(A)M specialist and resource for the staff and public in technology, genealogy, early literacy, or outreach
- Staffs public service desk, chat service, telephone or Youth Services area as assigned
- Provides basic to intermediate literacy, technology, research and readers advisory guidance for patrons and staff; refers more complex inquiries to Youth Services librarians as appropriate
- Keeps abreast of popular culture and trends in educational and recreational resources and activities in area of specialty
- May assist with collection maintenance in assigned area
- May participate in an in-house library committee as assigned
- Interprets and enforces Library policy as needed
- Serves as Person in Charge as needed
- Collaborates with colleagues from other libraries and community partners who serve a youth audience to develop (STE(A)M, Community Outreach, Maker/Technology programs, services, and discussion groups to further Library strategic initiatives
- Establishes, cultivates, and expands relationships with individuals and organizations in the community
- Leads an in-house library committee, task force, or ad hoc work group as needed
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability and desire to serve the public with friendliness, tact, and diplomacy
- Advanced knowledge of and enthusiasm for STE(A)M topics and a desire and ability to teach others
- Intellectual curiosity, inquisitiveness, and the ability to apply knowledge in practical ways
- Demonstrated interest in and ability to acquire knowledge of emerging job related technologies and skills
- Excellent written and verbal communication skills
- Ability to think on one's feet under pressure to create solutions to complex problems on short notice
- Ability to establish and maintain effective working relationships with staff members and the general public
- Adaptable, flexible, and engaging; able to inspire confidence to lead change in a positive manner
- Ability to troubleshoot, maintain, and make minor repairs to equipment within scope of knowledge

- Ability to analyze and perform and/or manage a wide variety of library projects and seek assistance as needed
- Extensive knowledge of and enthusiasm for books, media, authors, popular culture, and current events
- Desire and ability to recognize opportunities and conceptualize and develop innovative or emerging programs and services in support of the Library's mission, vision, and strategic initiatives
- Ability to assess the viability and success of library programs and services and determine the best course of action
- Ability to manage complex projects within budget and on schedule

PHYSICAL AND MENTAL REQUIREMENTS

- Self-motivation, a professional attitude, and demonstrated sense of commitment to the Library Mission
- Sufficient clarity of speech and hearing or other communication capabilities to communicate effectively with other staff and the public
- Sufficient manual dexterity to operate library and office equipment such as a keyboard, touch screen, or other input device
- Sufficient personal mobility and physical reflexes to move about the library facilities and grounds to monitor library operations and assist patrons with programs, equipment, and services

WORK ENVIRONMENT

Work is typically performed indoors in a standard public library environment and involves extended periods of sitting, working at a personal computer, answering the telephone, and reaching. May require stooping, twisting, lifting, and carrying up to 30 lbs.

May travel to offsite locations within the library district to deliver library materials or provide services.

EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's degree from an accredited college or university or equivalent combination of formal education and experience; Master's degree or equivalent combination of formal education and experience in the field of specialty
- Experience working in public library or similar environment
- Minimum of one year of experience working in a similar position at AAPLD

YOUTH SERVICES DEPARTMENT MANAGER

Reports to Executive Director

PAY GRADE: 10

POSITION SUMMARY

Under the supervision of the Executive Director, the Youth Services Department Manager is responsible for departmental activities, including planning, organizing, implementing and monitoring all aspects of Library services, equipment, and programming to further the Library's mission, vision, and strategic initiatives as defined by the Executive Director and the Library Board; responsible for effective daily operations, including supervising, training, and scheduling staff, providing information and services, and modeling customer service standards; ensures that departmental staff members provide exemplary service to library patrons and staff; serves on the management team and collaborates to create, interpret, and enforce library policies and procedures.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

- Serves on the Library's management team, including serving as Person in Charge
- Plans, develops, and implements Library services to align with the Library's strategic objectives
- Creates a welcoming library environment for library users of all ages, abilities, and skill through programmatic space planning
- Sets annual objectives and prepares and manages departmental budget
- Hires, trains, schedules, develops, and evaluates departmental staff and volunteers
- Oversees departmental programming and outreach goals and initiatives
- Tracks departmental purchases and ensures the validity and accuracy of invoices and monthly financial reports
- Coordinates with public relations staff to promote interest in and use of library materials, spaces, and services
- Oversees the acquisition, organization, and maintenance of departmental print and non-print collections in a variety of formats; monitors the ILS and online resource tools for accuracy and accessibility
- Provides direct customer service as a librarian or subject specialist, including instruction, guidance, and reference and readers advisory; assistance in the use of library technology and resources; and access to library spaces and programs
- Cultivates current awareness of new products and technologies and makes recommendations for application in the Library
- Coordinates staffing with other departments to ensure adequate coverage at Library facilities and offsite service locations
- Attends and participates in professional organizations, meetings, and other continuing education to increase professional knowledge and skills
- Participates in the development of, interprets, and enforces Library policy with Library staff and public
- Prepares statistical and other reports to articulate departmental and library impact in support of the Library's strategic initiatives
- May oversee interlibrary loan functions of the Library in conjunction with other library departments as appropriate
- Performs related work as required, as well as other duties assigned by the Executive Director.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to establish and maintain effective working relationships with staff, colleagues, vendors, and the general public
- Well-developed knowledge of current principles and practices of public library services, resources, collections, and processes
- Skill in leadership, motivation, and coordination of the work of others
- Ability to work well under pressure, delegate work effectively, set own priorities for work to be done, and meet deadlines
- Awareness of current events, pop culture, and social trends
- Familiar with emerging library technologies and digital content
- Excellent written and oral communication skills
- Ability to understand, give, and follow oral and/or written policies, procedures and instructions
- Ability to compile and analyze information
- Skill in hiring, training, developing, supervising, and evaluating the work of others
- Ability to analyze professional problems, use sound judgment, and take appropriate action
- Ability to develop and make significant progress toward work related goals and objectives
- Adaptable, flexible, and engaging; ability to inspire confidence to lead change in a positive manner
- Understanding of library ethics and statutes; an ability to use discretion when dealing with sensitive or confidential subjects, information, or situations; and good judgment in managing difficult situations
- Thorough knowledge of community and political wants, needs, processes and procedures that affect the public services offered by the library
- Ability to travel to off-site locations for meetings, conferences, continuing education, or other activities and to work at either library location
- Skill in public speaking and presentations

WORK ENVIRONMENT

- Work is typically performed sitting in an office or at a public service desk, with some walking, light lifting and other limited physical activities.
- Frequent sustained operation of office equipment is required
- Work often occurs in the library buildings, but may also occur at off-site locations

PHYSICAL AND MENTAL REQUIREMENTS

- Sufficient clarity of speech and hearing to communicate effectively with a wide variety of people
- Sufficient vision to produce and review a wide variety of technical and training materials, written correspondence, reports and related materials in both electronic and hard copy form
- Sufficient manual dexterity to operate a computer or similar device for several hours at a time each day
- Sufficient personal mobility and physical reflexes to climb stairs or step over or around obstacles, stoop to move through low passages to inspect, monitor, and supervise library facilities and systems at both locations.

EDUCATION, EXPERIENCE, AND TRAINING:

- Requires an MLS from an ALA-accredited college or university or equivalent combination of education and professional experience
- A minimum 2 years of post-graduate experience in a public library working with the audience served by the department
- Two years of supervisory experience preferred

LIBRARY TECHNICIAN 1/2 - ONLINE USER EXPERIENCE DRAFT -- DRAFT

Reports to IT Coordinator (Access Services)

PAY GRADE: 5/6

POSITION SUMMARY

Under the supervision of the IT Coordinator, the Library Technician: Website Maintenance collaborates with PR/Marketing and Public Services staff to monitor the Library's website, Patron Access Catalog (PAC) and Mobile App to gather or produce and disseminate information about Library programs and services. Persons in this role work primarily behind the scenes with a focus on providing the highest level of support to front line employees and in the delivery of customer service.

ESSENTIAL JOB FUNCTIONS

- Gathers, produces, and posts content to keep the Library's website, PAC, and mobile app current
- Assesses and removes outdated or incorrect information
- Assists designated staff in the use of the library's web interface and other departmental technology and services
- Assists Library staff with preparation and distribution of online materials.
- May verify, coordinate, and place orders for web related subscriptions, services, and/or equipment within set parameters
- Uses online analytical reporting tools to provide statistical reports as needed.
- Assists staff with, and troubleshoots as necessary, the library's program registration and room/equipment reservation software.
- Assists in preparing for and delivering IT related staff training programs as directed
- Creates or maintains online forms, inquiries, and other ticketing systems as needed
- Collects, tracks and reports accurate usage, attendance, and patron statistics as assigned
- Participates on the website in-house Library committee as assigned
- Assists with collection, equipment, supplies, or services acquisition and maintenance in assigned area
 - Includes activities such as running reports or system analysis and acting to address issues or improve performance, coding, and/or other database or programming oriented maintenance; recommending services, software, or equipment for purchase based on statistical data or patron or staff requests; and monitors subscriptions and supplies inventory
- Works with other staff members to prepare for library programs, services, demonstrations, or discussion groups to further Library strategic initiatives
- Researches and recommends equipment, services, technology, and software to facilitate and enhance library programs and services
- Performs intermediate to advanced database and Internet searches to find, assess, or recommend materials or solutions to problems (i.e. coding sources, apps, widgets, plug ins, or equipment/technology support)
- Follows up with staff, or occasionally patrons, on a wide variety of problems, issues, and reports as assigned
- Performs ongoing assignments of moderate to high levels of complexity and difficulty
- May serve as Department Person in Charge, if needed

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to be adaptable, flexible, and deal positively with change
- Ability to troubleshoot, maintain, and make minor repairs to web-based technology and services within scope of knowledge
- Ability to analyze website coding and structure and perform and/or manage website maintenance projects and seek assistance as needed
- Demonstrated interest in and ability to acquire knowledge of emerging technologies and job related skills
- Ability and desire to assist staff with friendliness, tact, and diplomacy
- Ability to establish and maintain effective working relationships with other staff members and the general public
- Excellent written and verbal communication skills
- Ability to assess the viability of recommended solutions and assist with implementation
- Advanced skills in area of expertise and the ability and desire to teach others
- Ability to manage projects within budget and on schedule

PHYSICAL AND MENTAL REQUIREMENTS

- Self-motivation demonstrated sense of commitment to the Library Mission
- Sufficient clarity of speech and hearing to communicate effectively with other staff and the public
- Sufficient manual dexterity to operate, troubleshoot, and repair equipment, technology, and resources in assigned areas
- Sufficient physical reflexes to monitor operations or equipment, technology, and resources within the department and troubleshoot or make repairs as needed
- Sufficient personal mobility, physical strength and stamina, which permits the employee to stand, stoop, bend, reach, twist, and lift materials weighing up to 30 pounds and push carts or equipment weighing up to 40 pounds

WORK ENVIRONMENT

Work is typically performed indoors in a standard public library environment, with periodic assignments outdoors as needed for programs and events. Involves sitting, standing, bending, stooping, reaching, lifting, pulling, and pushing objects and equipment. Work includes extended periods of time looking at computer screens, keyboarding, and occasionally includes making or taking phone calls with technical information.

Occasional travel between the main and branch library may be required. May also travel to offsite locations within the library district to deliver library materials, maintain technology or equipment, or provide services.

EDUCATION, EXPERIENCE, AND TRAINING

- Minimum of one year of experience in using and maintaining a website on Wordpress or a similar content management system in public library or similar environment
- Extensive experience in searching in, creating, editing collateral using MS Office, Google Office Suite, and online resources
- Baccalaureate degree from an accredited college or university, or equivalent combination of formal education and experience
- Minimum of one year of experience in a similar position at AAPLD or comparable organization

ADDITIONAL QUALIFICATIONS

- Ability to travel between library sites and to various library related staff training sites
- A police criminal history record check is required

DISCLAIMER

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements.