**JOB DESCRIPTIONS:**

**ADMINISTRATION**

**LIBRARY DIRECTOR**

* Must possess an ALA/MLS, an LTA with job appropriate library and managerial experience, or enroll in an ALA/MLS program within one year of employment
* Serves as chief executive of the library and is responsible for the administration of the library, under the policies approved by the Board. He/she is directly responsible to the Board and through the Board to the community/district.
* Attends all meetings of the Board, except when his/her salary is under discussion, and is urged to speak on all subjects under discussion, but has no vote.
* Supervises the staff in carrying out activities and services of the library.
* Responsible for overseeing the materials selection and purchase (print and electronic), according to library policy. Attention will be given to special requests if they are in keeping with the library policy.
* Prepares monthly Board packets including director’s report to present to the Board.
* Personnel Department duties including all personnel issues as follows: attendance, scheduling, continuing education, staff events calendar, mileage verification, reviewing job applications and oversees testing etc.
* Is able to perform all Library clerk duties when need exists
* Develops job guidelines with staff input.
* Must be Notary Public and Deputy Registrar certified.
* Attends job appropriate workshops, classes and meetings.

**ASSISTANT LIBRARY DIRECTOR**

* Must possess a bachelor’s degree, an LTA with job appropriate library and managerial experience, or enroll in an LTA program within one year of employment.
* Assists the Library Director in the administration of the library including but not limited to interviewing applicants, preparing budgets, updating Bylaws and Personnel Policies.
* Assumes the Library Director’s duties in his/her absence.
* Is able to perform all Library Clerk duties when the need exists
* Records in-house statistics
* Must be Notary Public and Deputy Registrar certified.
* Attends job appropriate workshops, classes and meetings.
* Performs other duties as requested.

**BOOKKEEPER**

* Associates degree with three years bookkeeping work experience
* Prepares and maintains financial records and reports including accounts payable, payroll and general ledger
* Prepares and maintains financial records and reports as required by the Director
* Works closely with the auditor to prepare and maintain all records and reports for the treasurer’s annual report and the district’s annual audit.
* Enters and records expenses using bookkeeping software.
* Files invoices
* Prepares and maintains all employee records concerning insurance and retirement plans
* Attends job appropriate workshops, classes and meetings.
* Performs other duties as requested

**DEPARTMENTS – MANAGERS AND SUPPORT STAFF**

**HEAD OF ADULT SERVICES**

* Must possess a bachelor’s degree, an LTA with job appropriate library and managerial experience, or enroll in an LTA program within one year of employment.
* Plans, advertises and conducts all adult programs
* Provides outreach services when necessary
* Maintains Senior Services information and displays
* Teaches computer classes
* Responsible for nonfiction materials (print and electronic) selections according to library policy
* Maintains adult department areas – including displays, signs, webpage etc.
* Handles reference questions
* Must be Notary Public and Deputy Registrar certified
* Is able to perform all Library Clerk duties when the need exists
* Attends job appropriate workshops, classes and meetings.
* Performs other duties as requested.

**HEAD OF YOUTH SERVICES**

* Must possess a bachelor’s degree, an LTA with job appropriate library experience or enroll in an LTA program within one year of employment.
* Plans, advertises and conducts all programs and activities for the department.
* Maintains youth services areas – including displays, signs, YS webpage etc.
* Provides outreach programs to schools, preschools, daycare facilities.
* Conducts library tours as requested.
* Responsible for library materials selection (print and electronic) according to library policy.
* Is able to perform all Library Clerk duties when the need exists
* Handles reference questions
* Must be Notary Public and Deputy Registrar certified
* Attends job appropriate workshops, classes and meetings.
* Performs other duties as requested.

**CIRCULATION SERVICES**

**CIRCULATION MANAGER**

* Must possess a bachelor’s degree, an LTA with job appropriate library experience or enroll in an LTA program within one year of employment.
* In charge of all automation system circulation functions, including upgrades and teaching staff.
* Trains and supervises all circulation support staff organizing information and drafts of circulation manuals and writing instructions required.
* Monitors circulation forms and supplies needed by the department.
* Liaison with the library system’s automation program on circulation issues answering procedural questions, gathering statistical information and attending system meetings as circulation representative.
* In charge of inter-library loan department.
* Monitors overdue accounts and make patron billing/collection calls.
* Monitors condition of library materials for possible repair.
* Is able to perform all Library Clerk duties
* Works circulation desk, when needed.
* Attends job appropriate workshops, classes and meetings.
* Performs other duties as requested.

**LIBRARY CLERK**

* Works at the circulation desk including but not limited to greeting patrons, opening and closing duties, answering incoming phone calls, checking in library materials, shelving books collecting fines and fees, registering new patrons, assists with reference questions, receives daily inter-library loan materials, pulls pick-list items, processing new library materials, maintains public information area and repairing damaged items.
* Shelves library materials when necessary.
* Performs light housekeeping duties.
* Attends job appropriate workshops, classes and meetings.
* Performs other duties as requested.

**LIBRARY PAGE**

* Shelves library materials
* Pulls books from the library collection as necessary
* Provides directional information to patrons
* Performs light housekeeping duties
* Attends job appropriate workshops, classes and meetings
* Performs other duties as requested

**INFORMATION TECHNOLOGY**

**AUTOMATION/INFORMATION TECHNOLOGY COORDINATOR**

* Must have a degree in Information Technology Science or appropriate experience.
* Maintains website
* Maintains Library’s automation system including but not limited to hardware, software, network security, email, websites, technology enhancements and telecommunication technology.
* Trains and informs staff as required
* Technical liaison with the library system’s automation program and outside technology partners
* Assists Library Director with planning new technology, recommending hardware and software upgrades
* Attends job appropriate workshops, classes and meetings
* Performs other duties as requested

**TECHNICAL SERVICES**

**HEAD OF TECHNICAL SERVICES**

* Must possess a bachelor’s degree, an LTA with job appropriate library experience or enroll in an LTA program within one year of employment.
* Supervises, trains and evaluates Technical Services staff and volunteers establishing work priorities and monitoring work production
* Handles the data entry (must be system certified) for the library
* Processes library materials as necessary.
* Maintains periodical subscriptions and renewals
* Is able to perform all Library Clerk duties when the need exists
* Attends job appropriate workshops, classes and meetings
* Liaison with the Library System’s Automation Department on all data entry issues
* Receives all donations and maintains the Book Room
* Performs other duties as requested.

**TECHNICAL SERVICES STAFF**

* Processes library materials as assigned
* Performs other duties as requested

**MAINTENANCE STAFF**

**CLEANING STAFF** (May be outsourced)

* Performs general housekeeping duties throughout the library as assigned.
* Performs additional housekeeping duties as requested.

**MAINTENANCE ENGINEER**

* Performs all general interior and exterior building maintenance
* Performs other duties as requested