**McHenry Public Library**

**Job Descriptions (3/2016)**

**JOB DESCRIPTION TABLE OF CONTENTS (listed in alphabetical order)**

Administrative Assistant (INACTIVE, changed to Business Manager)

Assistant Circulation Manager (INACTIVE)

Assistant Director

Associate Librarian

Building Services Manager

Business Manager

Circulation Manager

Custodian I

Emerging Technologies Librarian (Librarian I) (INACTIVE)

Executive Director

Genealogy/Local History Intern (INACTIVE)

Head Custodian

Human Resources Generalist (HR)

Intern (General)

IT Systems Support Specialist/ IT Technician

Librarian I (in training)

Librarian I (serving in Adult and YS)

Librarian II (serving in all Depts. Except Circ, TS as Assistant Manager)

Librarian III (serving in all Depts., except Circ, TS as Manager)

Library Assistant

Page I

Page II

Public Relations Manager

Technology Assistant (INACTIVE, changed to IT Support Specialist)

Technology Manager (INACTIVE)

The following job descriptions describe/detail the various positions and their related tasks within the McHenry Public Library District (MPLD). Each job description contains a general summary of the job, followed by specific (but not all-inclusive) details regarding qualifications and ‘core/essential’ functions. See ***Job Descriptions*** ***and Titles*** in the **MPLD Staff/Internal Policy Manual.** The job descriptions appear in alphabetical order, right after the current pay scale and organizational chart. Please note that some job descriptions are currently not filled or have an INACTIVE status. All personnel are evaluated using two types of review forms (1 for Management; 1 for line staff) on an annual basis. Performance standards, adherence to core essential competencies and meeting customer service standards are paramount in these evaluations. MPLD also uses a form of continuous evaluation using SMART goals and continuous feedback. The Executive Director evaluates all managers/assistant managers while the managers of each dept. evaluate their staff. Manager evaluations are performed on the employee’s hire/anniversary date; staff evaluations are also done on the employee’s hire/anniversary date. Please ***see Performance Appraisals, Raises and Salary Ranges*** in the **MPLD Staff/Internal Policy Manual**.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Administrative Assistant (INACTIVE) |  |  |  |
| **Reports To:** | Executive Director |  | **Date Created:** | April 18, 2015 |
| **Status:** | Full-time, Non-exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for providing support as needed and requested by the Executive Director, Board of Trustees and other administrative staff members.

**Essential Duties and Responsibilities** include the following:

* Attends monthly meetings of the Board of Library Trustees, acts as Secretary to the board in preparing and retaining various records/minutes & other reports/agendas for the Board.
* Works closely with accountants and auditors in maintaining budget, payroll and ledger information.
* Prepares monthly statistical & payroll reports with assistance from accountants.
* Codes billing and inputs data into QuickBooks.
* Checks/verifies timesheets; inputs payroll information into QuickBooks, prepares paychecks and other payroll related information using spreadsheets, balance sheets and other documents forms.
* Assists with maintenance of personnel records.
* Prepares and reconciles daily cash receipts, counting change & prepares weekly bank deposit.
* Interacts with staff at all levels on billing, payroll, HR, insurance and promotional activities.
* Maintains inventory of library supplies and prepares supply orders including staff snack machines - may involve filling machines, moving carts of supplies.
* Assembles and organizes board packets monthly, working with the IT Manager for digital delivery.
* Working in concert with the Executive Director, prepares various reports and legal ordinances/notices, insurance, auditors and accounting reports.
* Provides administrative support for the Executive Director.
* Other duties as assigned.

**Performance Standards:**

* Communicates and interacts effectively with staff and Friends groups.
* Provides QuickBooks summaries and other billing and payroll information to accountants in preparation of monthly financial statements and payroll.
* Handles billing problems and enters/codes bills with minimum errors.
* Accurately prepares bill reports.
* Prepares payroll reports in a timely fashion.
* Board packets are well assembled & delivered on time.
* Minutes are prepared accurately & with minimal editing/corrections
* Is thoroughly familiar with appropriate software & helps staff to more effectively use the programs available to them (QuickBooks and MS Office).
* Effectively performs a variety of miscellaneous duties as assigned.
* Consistently demonstrates flexibility & adaptability.
* Meets job attendance requirements by being on-time for work, reporting absences as prescribed and showing regular attendance patterns (schedule adherence and accountability).

**Supervisory Responsibilities**

PT Page II (office help)

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy)

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always 'treat staff and patrons as you would wish to be treated' – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* Appropriate college coursework; 2 yr. business degree or equivalent.
* 2 yrs. previous similar support experience including data entry and payroll.
* Previous personnel/human resources experience desirable.
* Familiarity with office equipment, computer hardware/software applications. Some troubleshooting skills desirable.
* Experience with QuickBooks, MS Word and Excel/Office products required.
* Excellent written and verbal communication skills mandatory.
* Previous experience with line item budgets, accounting principles and practices in non-profit organizations preferred.
* Excellent organizational and multiple priority skills mandatory.
* 1 yr. prior experience in an Illinois public library district highly desirable.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Assistant Circulation Manager (INACTIVE) |  |  |  |
| **Reports To:** | Circulation Manager |  | **Date Created:** | April 18, 2015 |
| **Status:** | Full-time, Exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for the daily operations of the Circulation Department and serve as a back-up to the Circulation Manager.

**Essential Duties and Responsibilities** include the following:

* Demonstrate and model positive customer service.
* Ensure the proper running of the Circulation Department
* Supervise and schedule on desk and Page staff
* Maintain circulation staff records
* Interact with all departments and staff effectively, efficiently and courteously.
* Perform daily circulation functions including check-in/out, inputting customer information, distributing library cards, running reports
* Serve as general, first-line receptionist by answering calls and directing calls to the appropriate staff
* Identify, research and resolve customer issues by determining optimal solutions.
* Communicate will customers in person, over the phone, via email or letter as needed
* Complete, submit and track collections account reports to collection agency
* Ensure departmental computers are up-to-date and functioning efficiently
* Proactively recommend new methods of operation, equipment, and policies & procedures
* Other duties may be assigned

**Supervisory Responsibilities**

Circulation Department Staff

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* College degree required, MLIS (MLS) preferred
* One year previous public library service preferred
* Two years of supervisory experience required
* Familiarity with library circulation systems (ILS) and processes preferred
* Proficiency in general computer skills and Microsoft Office
* Excellent communication skills, both verbal and written
* Excellent problem-solving and customer service skills required

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Assistant Director |  |  |  |
| **Reports To:** | Director |  | **Date Created:** | April 18, 2015 |
| **Status:** | Full-time, Exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for the day-to-day operations of the library including programs, resources, services, training, development and building operations.

**Essential Duties and Responsibilities** include the following:

* Mentor and assist all Department Heads
* Assist in the enforcement and practice of all library policies, practices and procedures
* Evaluation of departmental workflows, staff scheduling, inter-departmental cooperative efforts and effective use of all departmental resources
* Demonstrates innovation in problem-solving and in presenting new ideas for library services and collections.
* Prepare reports including State Library, CSS IPLAR and per capita grant
* Actively involved in departmental committees
* Review, submit orders and review invoices for library materials
* Attend Library Board Meetings
* Represent the library at various professional and community events
* Principal liaison with Friends of the McHenry Public Library
* Assist in all Human Resource matters
* Organize staff in-service and Final Friday events including CE opportunities
* Perform as the Executive Director in his/her absence
* Other duties may be assigned

**Supervisory Responsibilities**

Department Heads

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* MLS (MLIS) degree
* 3 years of supervisory experience of at least 2 people and multiple departments within a public library
* Experience in managing a line-item budget and MS Office programs
* Excellent interpersonal skills
* Excellent communications skills both written and verbal
* Excellent leadership skills
* Excellent time and project management skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Associate Librarian |  |  |  |
| **Reports To:** | Department Manager |  | **Date Created:** | April 18, 2015 |
| **Status:** | Part/Full-time, Non-Exempt |  | **Date Revised:** |  |

**Summary:**

Supports the various Depts. by performing various clerical, program and customer service duties while also assisting Librarians with collection development, materials selection and program tasks. This position may perform some Librarian I duties as assigned.

**Essential Duties and Responsibilities** include the following:

* Provide quick and accurate routine reference, readers’ advisory and bibliographic assistance
* Prepare brochures, press releases and bibliographies
* Plan and coordinate library sponsored programs
* Train new staff in departmental procedures
* Assist library patrons
* Other duties may be assigned

Adult and YP Services

* Assist patrons with automated card catalog and library resources
* Assist patrons with the use of computers
* Answer question for adult and YA/children (in-person, telephone, email, etc.)
* Creation of bibliographies and other lists
* Assist on coordinated programs with Adult Service staff and PR Manager for displays, signage, and posters
* Participate, design and develop various library programming, crafts and displays
* Attend in-house and outside CE activities
* Assist in library outreach

Circulation/ILL

* Organize and perform all daily circulation functions using ILS
* Identify, research and resolve customer issues
* Handle customer collection accounts and issues
* Assist in scheduling staff and maintaining all staff timecard records.
* Assist in scheduling/maintaining all public meeting rooms.
* Work with OCLC First Search to fill and request ILLs
* Process bills for lost/damaged materials
* Keep track of ILL statistics
* Work with Pages and Circ. staff to unpack, process pack and mail ILL van delivery items
* Call/notify patrons and other ILL libraries concerning ILLs, due/returns/damages/no pick-up, unavailable
* Use ILS system to create brief records and place holds
* Answer telephone, e-mail and letter questions concerning ILLs - problem solve and deal with patrons directly
* Attend various Circ/ILL meetings representing MPLD

Technical Services

* Familiarity with ILS (Sirsi-Dynix) Cataloging and Acquisitions modules for a variety of TS function
* Dealing with periodical/magazine vendors
* Process newly received materials
* Complete ‘received process’ for items in ILS
* Communicate effectively with Dept. selectors for item information
* Ability to understand selection process and ILS workflow
* Work with Periodicals and vendors as subscription coordinator
* Weed magazines as per Dept. Manager wishes and physically shift position on shelves
* Possible materials selection duties, use of ILS to check circulation/popularity
* Creating labels for periodical signage
* Sorting and distributing TS mail

**Supervisory Responsibilities**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* Associate degree required
* Bachelor’s degree preferred
* 1+ years of previous public library experience
* Excellent written and verbal communications skills
* Excellent customer service and telephone skills
* Familiar with automated library circulation and bibliographic systems (ILS) and OCLC
* Proficient with computers, internet and MS Office
* Strong organizational skills
* Detailed orientated, problem solver
* Able to multi-task and be a team player

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Building Services Manager |  |  |  |
| **Reports To:** | Executive Director |  | **Date Created:** | April 18, 2015 |
| **Status:** | Full-time, Exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for all aspects of the building upkeep, maintenance and renovation, including all systems and equipment (not including computer peripherals).

**Essential Duties and Responsibilities** include the following:

* Proper maintenance of staff and public areas
* Ensure all areas are free and safe from debris, obstacles and ice
* Schedule and supervise cleaning of all public and staff areas
* Hires, trains and evaluated all maintenance and custodial staff
* Develop schedule of seasonal tasks
* Develop schedule for grounds maintenance
* Develop cleaning schedule/routine
* Develop and maintain inventory of library furnishing and equipment
* Schedule and supervise the repair and maintenance of:
	+ Lights/ballast
	+ Equipment
	+ Furnishings
	+ Plumbing
	+ Windows (including washing)
	+ Flooring and carpeting
* Develop saving costs
* Develop and maintain regular reports
* Mentor and lead maintenance and custodial staff
* Other duties may be assigned

**Supervisory Responsibilities**

Maintenance and custodial staff

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* High School educations, some college preferred
* 4+ years of custodial and maintenance experience
* Minimum of 2 years supervising a staff of at least 2 people
* Familiar with CAD software
* Ability to read and interpret architectural/mechanical drawings
* Knowledge and application of cleaning solutions and equipment for hard wood, carpet, walls and ceilings
* Working knowledge of roofs, plumbing, HVAC and electrical systems.
* Ability to climb interior and exterior ladders and perform general maintenance
* Valid driver’s license required, CDL a plus
* Able to drive a forklift and pickup truck with plow and salt spreader

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 50 pounds, push carts up to 125 pounds and mobility to get in/out of ¾ ton truck.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Business Manager |  |  |  |
| **Reports To:** | Executive Director |  | **Date Created:** | April 18, 2015 |
| **Status:** | Full-time, Non-exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for the all of the library financials, including daily accounting and balancing, monthly reports, all Human Resources functions and auditing. Acts as secretary to Executive Director and Assistant Director and as recording secretary to board.

**Essential Duties and Responsibilities** include the following:

Accounting

* Maintain accounting data in QuickBooks
* Reconcile bank statements and make necessary adjustments
* Work with outside accountants
* Maintain and manage customer accounts
* Handle all purchases for furnishings and equipment
* Prepares the library for daily business operations by preparing cash drawers and records daily receipts
* Assist in the preparation of and monitor budget
* Create and maintain records according to record keeping requirements
* Other duties may be assigned

Human Resources

* Prepares and manages time keeping system
* Maintain and manage bi-weekly payroll
* Administers and maintain employee benefits
* Responsible for the on-boarding of new employees
* Initiate and maintain status changes
* Maintain employee privacy

Administrative

* Attends Library Board Meetings (all regular and special)
* Record and transcribe meeting minutes
* Assemble board meeting packets
* Provide confidential administrative support to Executive and Assistant Director
* Maintain and order office supplies

**Supervisory Responsibilities**

PT Page II

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* Associates Degree in Accounting or Human Resources, Bachelor’s Degree preferred
* 2 years of experience in each - Human Resources, Accounting/Finance, and Administration/Support
* 5+ years of experience in a government agency or non-profit
* Proficient in QuickBooks and MS Office
* Excellent written and verbal communication skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Circulation Manager |  |  |  |
| **Reports To:** | Executive Director |  | **Date Created:** | April 18, 2015 |
| **Status:** | Full-time, Exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for the Circulation Department ensuring a smooth and efficient operation.

**Essential Duties and Responsibilities** include the following:

* Effectively and efficiently administer all aspects of the Circulation Department
* Exhibit and model excellent customer service
* Communicate and cooperate with all library staff
* Prepares and maintains necessary reports on circulation statistics, collection of overdues, deleted patrons, renewals, issue library cards, fines, etc.
* Prepare and monitor the budget for the department
* Prepare and maintain staffing schedule ensuring proper customer service
* Approve all circulation department time sheets for payroll
* Participate in recruitment process for circulation department staff
* Mentor and lead circulation department employees
* Provide reviews and training as required
* Perform and train on daily functions
* Conduct monthly department meetings
* Assist in the trouble shooting of equipment and programs in the circulation department
* Serve as circulation liaison for our ILS/consortium in Circulation and ILL
* Other duties may be assigned

**Supervisory Responsibilities**

Circulation Department employees

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* Bachelor’s degree required, MLS (MLIS) degree preferred/desirable; other MA
* 2+ years of library experience, a multi-departmental library preferred
* Library science or LTA coursework desirable
* 2 years of supervisory experience
* Proficient in MS Office programs
* Excellent communication skills, both written and verbal

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Custodian I |  |  |  |
| **Reports To:** | Building Manager |  | **Date Created:** | April 18, 2015 |
| **Status:** | Part/Full-time, Non-exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for ensuring all library areas are well maintained and clean.

**Essential Duties and Responsibilities** include the following:

Interior of the Building

* Assist with routine tile and carpet care
* Complete outstanding work orders
* Set up Meeting Rooms according to requests
* Ensure all light bulbs are functioning and make replacements when needed
* Mark and identify hazards
* Clean rest rooms
* Empty waste basket and transfer to the dumpsters

Exterior of the Building

* Maintain cleanliness of grounds
* Ensure there is no litter
* Maintain landscaping
* Mow the lawn
* Remove snow from parking lot and sidewalks
* Ensure walkways are clear of hazards and ice

General

* Communicate effectively with library staff (written and oral)
* Attend the recommended amount of staff in-services
* Attend Custodial Department Meetings
* Other duties may be assigned

**Supervisory Responsibilities**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* High school graduate or G.E.D.
* Previous experience not required, 4-6 months preferred
* Knowledge of ground maintenance helpful
* Valid driver’s license, experience in driving pickup/snowplow and forklift desirable

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 50 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Genealogy/Local History Intern |  |  |  |
| **Reports To:** | Adult Services Manager |  | **Date Created:** | April 12, 2015 |
| **Status:**  |  |  | **Date Revised:** |  |

**Summary:**

Responsible for providing comprehensive practical training and experience in local history and genealogy to the patrons of the library. Position could be full-time/part-time; unpaid or paid, depending upon tasks/duties and hours per week (schedule).

**Essential Duties and Responsibilities** include the following:

* Work on special projects involving but not limited to the weeding, display and research
* Assist customers on the use of various microform equipment and materials
* Work with Technical Services Department involving preservation of documents
* Other duties may be assigned

**Supervisory Responsibilities**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* Currently enrolled in a Library Services program with a strong interest in history
* Demonstrated experience using microforms formats, various readers including digital
* Experience with MS Office programs, web-based programs such as HeritageQuest and Ancestory.com, etc.
* Detail-oriented, ability to work independently, efficiently and have strong organizational and communication (reading, writing, reference interview skills).
* Demonstrated ability to work as a team player within a shared ‘Questions’ desk environment.
* An outgoing, friendly demeanor with a demonstrated ability to relate to and communicate with older adults within the context of genealogical research

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Emerging Technologies Librarian (Librarian I) (INACTIVE) |  |  |  |
| **Reports To:** | Adult Services Manager |  | **Date Created:** | April 18, 2015 |
| **Status:** | Full-time, Exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for being the educator and advocate for patrons and staff on emerging technologies.

**Essential Duties and Responsibilities** include the following:

* Daily upkeep of the library’s eReader collection, making sure each returned unit is intact, working, possesses all components, software/hardware updated, charged and ready for next circulation
* Positively interact with a wide variety of people
* Perform all aspects of work of a Librarian I position
* Testing and evaluating new technology with IT for implementation within the library environment
* Design, coordinate and implement programs of bibliographic instruction and library skills orientation including library tours and class visits. Analyze the success and replicate those programs
* Attend appropriate professional meetings at the local, state and regional level
* Assist in the maintenance of the library website and other web elements, working in concert with the PR and IT Managers
* Operate as part of a team within a combined service desk environment, plan, coordinate & implement a broad range of professional library services including reference and reader’s advisory service using print materials, electronic and web-based resources and social networking tools and plans staff training activities
* Conduct effective reference interviews, providing the requested information in a timely fashion
* Use technology to enhance the effectiveness, timeliness and quality of reference assistance provided to area residents
* Produce brochures, press releases, bibliographies and other promotional pieces to promote the library’s mission, services and resources
* Effectively utilize a broad range of print, audiovisual and electronic resources to efficiently meet patron requests for information
* Demonstrates the ability to accomplish “first line troubleshooting” for a broad range of library equipment
* Interacts well with the entire staff on a daily basis and can communicate effectively and congenially with both staff and the public
* Effectively enforce and interpret library policy when called upon to do so. Exercises consistent good judgment when serving as the person in charge fo the department/library
* Other duties may be assigned

**Supervisory Responsibilities**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library
* Bilingual Spanish a plus

**Qualifications**

* MLS (MLIS) degree
* One year of public library experience with regular public interaction
* Experience in working with multiple departments
* Demonstrated experience in technologies, social media and web site development/maintenance
* Practices skills in HTML, Dreamweaver, Drupal/Joomla or other content management software as well as web design
* Familiar with a broad range of professional library services and library trends
* Strong MS Office skills including access and cloud based systems including web based email
* Aptitude in developing user-orientated document, excellent verbal and written communication skills, ability to explain complex material to the lay person

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Executive Director |  |  |  |
| **Reports To:** | Library Board of Trustees |  | **Date Created:** | April 12, 2015 |
| **Status:** Full-time, Exempt |  |  | **Date Revised:** |  |

**Summary:**

Responsible for providing the library staff with the necessary resource and budget to serve the community in a seamless and exemplary fashion as well as translate community needs/wants into attainable goals, products and services that fulfill the strategic plan of the library. This position also works closely with the Board of Library Trustees.

**Essential Duties and Responsibilities** include the following:

* Translate state, federal and local laws and board policies into procedures that reflect adaptive and imaginative library services, collections, programs and products
* Service as the library board’s liaison to the staff and community
* Demonstrate exceptional organizational, management and visionary leadership
* Commit and advocate for top quality library services
* Coordinates recruitment, hiring, firing, training, development & evaluation of all staff including developing job descriptions/defining duties, evaluation of performance, designing pay scales and benefits packages.
* Formulate overall goals & objectives for the library in conjunction with the Board, staff & community within a strategic, long-range planning framework.
* Recommend policy and help interpret current procedures to the Board of Trustees and staff.
* Effectively interpret and communicate Board established policies.
* Compare, analyze and evaluate all library programs, collections, products and services with respect to budget restrictions and goal attainment.
* Formulate and administer the library budget in conjunction with the Board of Trustees, based on goals, objectives & operating needs.
* Coordinate the purchase of all furnishings, equipment, materials & supplies.
* Administers library personnel policies & practices including scheduling of employees to meet community demands for service, reviewing time sheets, administering payroll & preparing IMRF reports.
* Develop & implement all public relations efforts in conjunction with the board & staff.
* Oversee preparation of various monthly and annual reports and statistics required by law or by situation.
* Serves on the CCS Governing Board as the representative of the library.
* Maintains knowledge of current trends & developments in appropriate library, technological & management fields.
* Represents the library at community, business and social events such as the Chamber of Commerce and city ad hoc committee meetings.
* Serves on appropriate Illinois library system and state committees.
* Regularly attends appropriate professional activities at the local, state & regional & national level.
* Attends meetings of the Board of Library Trustees and assists Library Trustees in their responsibilities.
* Consistently demonstrate and model essential competencies and key beliefs.
* Other duties as assigned

**Supervisory Responsibilities**

Assistant Director, Business Manager, and indirectly for all library staff

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish.  We want to create a culture of positivity using 5 principles:  Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule.  Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* MLS (MLIS) degree, additional content degree desirable
* 5+ years previous library management/administrative experience
* Broad knowledge of current library practices, trends and technology and professional library concerns
* Proficient in MS Office, internet, social networking and business productivity software
* Working knowledge in business negotiations – contracts, health insurance, banking/finance, building and renovation programs
* Strong management and problem-solving skills required with leadership skills emphasized, including excellent communication and negotiation skills
* Proven experience in the development and evaluation of library programs and services
* Positive experience in working with public boards on varied projects inclusive of budget administration and grant writing, preferably within a District environment.
* Experience with long range/strategic planning and leadership skills, including work with boards and various community groups.
* Proven experience in representing the library to the general public, related agencies including library associations, systems and the state, and the media.
* Understands the role of public boards and provides methods for self-evaluation and working within deadlines.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  The requirements listed are representative of the knowledge, skill and ability required.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see.  The employee is frequently required to sit, stand walk and reach with hands and arms.  The employee will occasionally lift up to 25 pounds or push, pull or move up to 150 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**ADA Disclaimer**

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Head Custodian |  |  |  |
| **Reports To:** | Building Manager |  | **Date Created:** | April 18, 2015 |
| **Status:** | Full-time, Non-exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for the overall cleanliness and orderliness of library.

**Essential Duties and Responsibilities** include the following:

* Consistently keeps all areas of the library clean and neat
* Communicate effectively and efficiently with staff and patrons
* Provide interior and exterior building maintenance
* Provide and assist routine tile and carpet care
* Assembles and completes work order
* Set up meeting/conference rooms according to room request forms
* Replace lighting bulbs/fixture when needed
* Identify hazards to ensure safety for patrons and staff
* Vacuum carpets
* Mop tile/resilient flooring
* Empty waste baskets into dumpster
* Maintain inventory of chemical and library furnishing
* Mentor and guide custodians
* Perform minimal lawn care, landscaping and weed removal
* Remove snow and ensure walk ways are safe
* Other duties may be assigned

**Supervisory Responsibilities**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* High School graduate or equivalent
* 2 years of custodial experience
* Good communication and listening skills
* Knowledge of grounds maintenance procedures and equipment
* Knowledge of floor care maintenance procedures and equipment
* Valid Driver’s License
* Experience in snow removal, driving pickup/snowplow and forklift
* Ability to make basic repairs to furnishing, equipment, plumbing and electrical
* Knowledge of carpet cleaning, supplies and equipment

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 50 pounds. Ability to climb ladders to heights of 18 feet.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

**Job Title:** Human Resources Generalist

**Reports To:** Business Manager **Date Created:** February 16, 2016

**Status:** Full-time, non-exempt **Date Revised:**

**Summary:**

This administrative support position manages all aspects of human resources from recruiting and employee relations/organizational development to handling health insurance and employee safety, performance evaluations, other services and counseling as well as interpreting state and federal employment laws. This position will work closely with the Business Manager, the Executive Director and all Departmental Managers. This position supports practices and objectives that will provide an employee-oriented, high performance organizational culture that emphasizes empowerment, quality, productivity safety and standards, goal attainment and the recruitment and retention of high quality, dedicated employees.

**Essential Duties and Responsibilities:**

* Performs human resources employee service functions including answering employees’ HR and Benefits requests and questions.
* Prepares and processes Illinois Municipal Retirement Fund reports and forms and acts as authorized agent.
* Maintains personnel records, and compiles reports as needed – possibly using cloud-based systems such as ProData or Halogen.
* Creates new hire packets for orientation and conducts general employee orientation.
* Assists with HR policy and procedure development including the creation of job descriptions and hiring procedures, plus assisting in the interview process for open positions.
* Assists Department Managers with the preparation of performance evaluations, and

recommends changes to the performance evaluation process.

* Makes recommendations for changes to benefits and insurance and assists in negotiations for same.
* Maintains, analyzes and tracks compensation program and makes recommendations as needed.
* Understands and enforces the library’s HR-related policies and procedures while safeguarding confidential and restricted information.
* Assists/advises managers on disciplinary/employee relations issues, and refers unresolved issues to Director and the Board of Trustees if needed.
* Keeps informed of current human resources laws and trends.
* Acts as backup to Business Manager in terms of payroll processing and accounts payable.
* Coordinates Staff Service Awards program and maintains Staff Service Bulletin Board.
* Assists with staff recognition events and staff in-service meetings as needed.
* Provides employee consulting and counseling as needed.
* Assists Department Managers in training new employees and in developing on-going training for all employees during in-service days or when asked by Dept. Managers.

**Supervisory Responsibilities**

None directly

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish.  We want to create a culture of positivity using 5 principles:  Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule.  Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* Bachelor’s Degree required with at least 2-3 years’ experience in human resources or equivalent. Certification in HR (PHR) preferred.
* Knowledge of current human resources/benefits processes and procedures; experience

administering employee recruitment/retention and compensation/benefit plan.

* Proficient with computers; Windows software applications.
* Knowledge of/desire to learn customized payroll/HR/Benefits web-based/cloud-based software.
* Knowledge of QuickBooks desirable.
* Ability to remain calm and effective in difficult situations; excellent negotiation, arbitration and conflict-resolution skills, writing, listening and public speaking skills.
* Ability to follow written and oral instructions.
* Confidentiality is a key component to this position: ability to exercise appropriate judgment/discretion is a must.
* Creative problem solving and analytical abilities.
* Ability to manage and prioritize multiple tasks with specific attention to details.
* Ability to use a wide variety of office equipment such as but not limited to the following: Computers, modern communication/social network devices, copiers, scanners, FAX Machines, microfilm readers.
* Ability to organize job duties and work independently as well as ability to work collaboratively with Managers, teams and subordinates.
* Current driver's license required.
* Other duties may be assigned.

**Performance Standards:**

* Communicates effectively and efficiently with all staff – orally and in writing.
* Works as a team player with all management and administrative staff.
* Develops and updates documents such as Employee Handbook, Benefits Handbook, training manuals, etc.
* Provides organizational structure and acceptable legal access to and separation of (paper and data management) employee records.
* Assists in providing comparative information on employee compensation
* Negotiates/administers various contracts such as employee health insurance and other benefits
* Demonstrates prudent and calm arbitration/negotiation skills and good judgment when dealing with employee problems and concerns as well as being a good listener and communicator.
* Shows adaptability in the workplace – changes in the work environment, managing competing demands, deals well with frequent change, delays and unexpected events.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

**Job Title:** Intern (General)

**Reports To:** Dept. Manager **Date Created:** February 19, 2016

**Status:** Part-time/Full-time **Date Revised:**

Summary:

The Intern position is dependent upon the needs of library and needs of a specific Dept. and is typically a learning position normally reserved for current MLS students or other graduate students engaged in a project for a specific, defined time and, of which, the library supports. This position can vary in time duration, duties/responsibilities, hours worked, staffing supervision and can be a paid/unpaid position. The Executive Director and Dept. Manager must approve all aspects of this position. Normally, the Intern position is advertised as illustrated below, distributed in area libraries and universities with a MLS degree or Librarian certificate program.

**Essential Duties and Responsibilities include the following:**

**Supervisory Responsibilities:**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish.  We want to create a culture of positivity using 5 principles:  Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule.  Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications:**

MLS, 4 year degree, 2 year certification program.

Knowledge and practical use of various office machines – copier, scanner, computer, various tablets and eReaders.

General knowledge of public library customer service operations and ILS circ.

**Performance Standards:**

Dependent upon Internship contract, work/projects needing to be accomplished in time duration agreed upon.

**Work Environment:**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

**Job Title:** IT Systems Support Specialist

(replaces Technology Assistant and Technology Management positions, 12/23/2015)

**Reports To:** Executive Director & IT SSS Lead **Date Created:**  November 24, 2015

**Status:** Full-time/Part-time, **Date Revised:**

                       non-exempt (some on-call/overtime)

**Summary:** Ensure the electronic (computer) resources of the library are fully functional and well maintained via working with the library IT team. Systems support will consist primarily of maintaining equipment & software & occasionally helping staff and some patrons, in areas of troubleshooting, diagnosis, problem solutions, preventative maintenance, repair, installation, configuration and testing of library workstations, copiers, printers and other hardware and software issues.  Requires excellent project management skills and ability to work either alone or as part of a team. May require some regular evening, weekend hours + on-call/emergency hours on a shared basis.

**Essential Duties and Responsibilities include the following**:

* Performing routine workstation maintenance
* Completes and assists in inventory maintenance
* Set up new workstations to required specifications
* Setting up and maintaining Virtual & physical servers
* Working with Contractors & second level support services
* Replace minor parts in workstations and PC’s
* Troubleshoot various workstation issues
* Troubleshoot various software issues
* Troubleshoot various printer / copier issues
* Some aptitude for code writing
* Configuring Google Enterprise Solutions
* Testing new hardware and software configurations
* Use and configuration of eReaders, notebooks, tablets, scanners, copiers & barcode readers.
* Interest in experimenting & trying new things
* Complete documentation of issues and how resolved
* Provide support to staff by answering their technology questions/concerns
* Attend staff in-service  & other meetings as assigned
* Other duties may be assigned

**Supervisory Responsibilities**

Normally none but may require supervision of contracted persons or act as Lead SSS.

**Staff Values Translate into Service Excellence**

Our Library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish.  We want to create a culture of positivity using 5 principles:  Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy and Trust and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule.  Always ‘treat staff and patrons as you would wish to be treated - with integrity, respect and courtesy.’
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented - don’t use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other’s time.
* Be responsible and proactive for your own training, understanding your job and understanding your place in the library.

**Qualifications**

* High school graduate or equivalent
* Associates degree in computer science, a plus
* 2 years of experience in computer maintenance
* 1-2 years previous experience in workstation, PC and network troubleshooting
* Strong listening skills
* Excellent verbal and written communication skills
* A+ and Network+ certifications, a plus
* Excellent project management skills - time, equipment, communication, working

           with a variety of other staff and outside vendors/consultants.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  The requirements listed are representative of the knowledge, skill and ability required.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see.  The employee is frequently required to sit, stand, walk and reach using both hands and arms.  The employee will occasionally lift, push, or move up to 70 pounds, including pushing/pulling carts of up to 150 pounds.  Finger/hand dexterity is required for keyboard operation and equipment repair.

**Work Environment**

The noise level in the work environment is usually moderate.

**ADA Disclaimer**

Nothing in the job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**McHenry Public Library**

**Job Description**

**Job Title:** Librarian I (in training) **Date Created:** April 18, 2015

**Reports To**: Department Manager  **Date Revised:**

**Status:** Part & Full-time, Non-exempt

**Summary:**

Provide excellent customer service to patrons and assists Department Manager in providing programs and services. This position is an advancement position for current employees seeking the Librarian I position who are currently enrolled in an ALA accredited MLS program and who have signed a contract of service with the library as they fulfill their degree requirements.  In return, for tuition reimbursement, they will be required to work for the library for a period of time equally their duration of degree obtainment.  Duties will range the gamut from tasks affiliated with their past position as well as class assignments as it benefits the library.

**Essential Duties and Responsibilities** include the following:

* Perform all aspects of an Associate Librarian position
* Performs complex searches in multiple databases
* Plan, coordinate and implements a broad range of professional library services including reference and reader’s advisory service
* Designs, coordinates and implements programs of bibliographic instruction and library kills orientation including library tours, class visits and analyze the success of the programs in order to replicate
* Attend appropriate professional meetings at the local, state and regional level.
* Prepares publicity and press releases and may be responsible for the development of publicity for a broad area of library services
* Assists in the development and evaluation/refinement of departmental performance standards
* Participate in collection evaluation and development efforts
* May participate in the development of departmental and/or library budget
* May be responsible for administering one or more budget items
* Performs original cataloging of library materials in all formats.
* Promote the library and is resources to community organizations
* Consistently demonstrate and model essential competencies and key beliefs
* Other duties as assigned

**Supervisory Responsibilities**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish.  We want to create a culture of positivity using 5 principles:  Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule.  Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* MLS (MLIS) degree
* Familiar with automated library services, ILS and use of social technology in general
* Familiarity with a broad range of professional library services and library tends
* Strong computer skills including MS Office, database setup and management
* Excellent verbal and written communication skills
* Strong commitment to dynamic public service working in a team environment with a combined public service desk
* Excellent project management skills
* Website development skills, a plus
* 1 year of public library experience, a plus
* Bilingual Spanish, a plus

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  The requirements listed are representative of the knowledge, skill and ability required.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see.  The employee is frequently required to sit, stand walk and reach with hands and arms.  The employee will occasionally lift up to 25 pounds or push, pull or move up to 150 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**ADA Disclaimer**

Nothing in the job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Librarian I |  |  |  |
| **Reports To:** | Department Manager |  | **Date Created:** | April 18, 2015 |
| **Status:** | Part & Full-time, Non-exempt |  | **Date Revised:** |  |

**Summary:**

Provide excellent customer service to patrons and assist Department Manager in providing programs.

**Essential Duties and Responsibilities** include the following:

* Perform all aspects of an Associate Librarian position
* Performs complex searches in multiple databases
* Plan, coordinate and implements a broad range of professional library services including reference and reader’s advisory service
* Designs, coordinates and implements programs of bibliographic instruction and library kills orientation including library tours, class visits and analyze the success of the programs in order to replicate
* Attend appropriate professional meetings at the local, state and regional level.
* Prepares publicity and press releases and may be responsible for the development of publicity for a broad area of library services
* Assists in the development and evaluation/refinement of departmental performance standards
* Participate in collection evaluation and development efforts
* May participate in the development of departmental and/or library budget
* May be responsible for administering one or more budget items
* Performs original cataloging of library materials in all formats.
* Promote the library and is resources to community organizations
* Other duties may be assigned

**Supervisory Responsibilities**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* MLS (MLIS) degree
* Familiar with automated library services, ILS and use of social technology in general
* Familiarity with a broad range of professional library services and library tends
* Strong computer skills including MS Office, database setup and management
* Excellent verbal and written communication skills
* Strong commitment to dynamic public service working in a team environment with a combined public service desk
* Excellent project management skills
* Website development skills, a plus
* 1 year of public library experience, a plus
* Bilingual Spanish, a plus

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Librarian II |  |  |  |
| **Reports To:** | Department Manager |  | **Date Created:** | April 18, 2015 |
| **Status:** | Part & Full-time, Non-exempt |  | **Date Revised:** |  |

**Summary:**

Serve as the Assistant Manager for your department. Demonstrates the highest level of customer service while assisting patrons and promoting the services the library. Be an educational resource to patrons by answering questions and coordinating programs.

**Essential Duties and Responsibilities** include the following:

* Perform all aspects of an Associate Librarian and Librarian I positions
* Function as the Assistant Department Manager
* Serve as the Librarian-in-Charge on evenings/weekend shifts
* Responsible for developing and posting staff work schedules and approve time cards
* Mentor, supervise and coordinate staff including volunteers
* Participate in regular monthly Department and library management meetings
* Performs complex searches in multiple databases
* Help Department develop CE activities
* Contributes ideas that lead to increased effectiveness and efficiency within the department
* Serve as a liaison to the local schools
* Compile, analyze and interpret data and statistics and write narratives for monthly and annual reports.
* Plan, coordinate and implements a broad range of professional library services including reference and reader’s advisory service
* Designs, coordinates and implements programs of bibliographic instruction and library skills orientation including library tours, class visits and analyze the success of the programs in order to replicate
* Attend appropriate professional meetings at the local, state and regional level
* Prepares publicity and press releases and may be responsible for the development of publicity for a broad area of library services
* Assists in the development and evaluation/refinement of departmental performance standards
* Participate in collection evaluation and development efforts
* Performs original cataloging of library materials in all formats.
* Promote the library and is resources to community organizations
* Keep up to date with new resources within the library’s collections
* Be the “first line troubleshooter” for a broad range of library equipment
* Other duties may be assigned

**Supervisory Responsibilities**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* MLS (MLIS) degree
* 2 years of supervisory experience
* Strong supervisory skills especially concerning mediation, project management, and delegation
* Familiar with automated library services, ILS and use of social technology in general
* Familiarity with a broad range of professional library services and library tends
* Strong computer skills including MS Office, database setup and management
* Excellent verbal and written communication skills
* Strong commitment to dynamic public service working in a team environment with a combined public service desk
* 2-3 years of public library experience, a plus
* Bilingual Spanish, a plus

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Librarian III |  |  |  |
| **Reports To:** | Assistant Director |  | **Date Created:** | April 18, 2015 |
| **Status:** | Full-time, Non-exempt |  | **Date Revised:** |  |

**Summary:**

Serve as the Manager for your department by demonstrating effective leadership through mentoring, training, customer service, teamwork, and programs.

**Essential Duties and Responsibilities** include the following:

* Hiring, training, and evaluation of staff.
* Provide leadership and energy to support all staff members.
* Encourage positive communication, teamwork and exemplary customer service
* Interpret policies and procedures to staff and public for “win-win” situations
* Perform the tasks outlined in Librarian I and Librarian II positions
* Develop, coordinate and implement departmental programs and services
* Serve as the Librarian-in-Charge on evenings/weekend shifts
* Responsible for developing and posting staff work schedules and approve time cards
* Lead regular monthly Department and participate in library management meetings
* Performs complex searches in multiple databases
* Develop CE activities for department
* Contributes ideas that lead to increased effectiveness and efficiency within the department
* Designs, coordinates and implements programs of bibliographic instruction and library skills orientation including library tours, class visits and analyze the success of the programs in order to replicate
* Attend appropriate professional meetings at the local, state and regional level
* Develop, coordinate/edit brochures, bibliographies, press releases
* Participate in the development of new library policies, regulations and procedures
* Plan and administer department budget
* Develop and evaluate/refine departmental performance standards
* Participate in collection evaluation and development efforts
* Performs original cataloging of library materials in all formats.
* Promote the library and is resources to community organizations
* Keep up to date with new resources within the library’s collections
* Other duties may be assigned

**Supervisory Responsibilities**

Librarian I, Librarian II and other staff within the department

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* MLS (MLIS) degree
* 3 years of supervisory experience
* 3-5 years of public library experience, a plus
* Strong supervisory skills especially concerning mediation, project management, and delegation
* Familiar with automated library services, ILS and use of social technology in general
* Familiarity with a broad range of professional library services and library tends
* Strong computer skills including MS Office, database setup and management
* Excellent verbal and written communication skills
* Strong management and supervisory skills including arbitration and negotiation skills
* Experience in developing and evaluating library programs, services and collections
* 1-2+ years of experience with budget administration

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Library Assistant |  |  |  |
| **Reports To:** | Department Manager |  | **Date Created:** | April 18, 2015 |
| **Status:** | Part-time, Non-exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for being a shift-lead and provide excellent customer service, solve problems, assist in training, and provide support to other staff.

**Essential Duties and Responsibilities** include the following:

* Assist patrons at the circulation desk
* Check shelves for overdue/missing items
* Answer and route telephone calls
* Perform routine data entry, data checks from lists
* Produce and send out routine form letters
* Provide general office assistance
* Sort and distribute mail within department
* Provide general customer service to patrons
* Assist staff at library sponsored programs
* Assist with preparation of Department reports
* Assist staff with bibliographies, displays, etc.
* Assist with preparations for story time programs
* May serve as shift supervisor and/or person in charge of a department evenings and weekends
* Communicate effectively with staff and patrons
* Prepare library cards quickly and accurately
* Assist in the training of staff
* Other duties may be assigned

**Supervisory Responsibilities**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* Attending college, completed 2 year degree a plus
* Some LTA coursework a plus
* 6 month minimum previous library experience
* Ability to train others
* 6 month minimum previous experience with ILS, a plus
* Minimum 1 year previous customer service experience

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Page I |  |  |  |
| **Reports To:** | Page II |  | **Date Created:** | April 18, 2015  |
| **Status:** | Part-time, Non-exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for general order of library resources and assisting the department manager as needed.

**Essential Duties and Responsibilities** include the following:

Circulation/ILL

* Pre-shelf, shelf and sort books and other library materials
* Stage carts for shelving
* Shelf reads and edges (straightens) the collections to maintain a neat and orderly appearance
* Routinely check shelved items for library ID labels, etc., repair if needed
* Assist in the daily opening/closing procedures
* Provide customer service to patrons
* Other duties may be assigned

TS

* Open boxes of newly received/ordered materials
* Check materials against invoice, shelve items to be processed
* Quality control – check items after processing has been completed before distribution to departments
* In ILS change status from “New” to new location
* Prepare newly received materials by adhering various jackets, ID labels, security strips and other secondary processing materials
* Clean, mend and repair any library materials
* ID to binders, including repairs to cases, book covers, jackets, etc.
* Inventory and order TS supplies
* Other duties may be assigned

**Supervisory Responsibilities**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* Must be 16 years old or have a work permit
* Must meet the physical requirements
* Computer experience a plus

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 35 pounds and push carts weighing 150 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

**Job Title:** Page II

**Reports To:** Department Manager **Date Created:** April 18, 2015

**Status:** Part or Full-time, Non-exempt **Date Revised:**

**Summary:**

Responsible for general order, daily return, re-shelving and control/sorting tasks of the physical collection, ILL and patron records.  Reports to Dept. Manager and Librarian-in-charge.

**Essential Duties and Responsibilities** include the following:

Circulation/ILL

* Perform all the work of the Page I
* Provide peer support to Page I
* Train new pages
* Provide general office assistance
* Consistently demonstrate and model essential competencies and key beliefs
* Other duties as assigned

Administration

* Data entry into various spreadsheets, QuickBooks
* Maintain inventory of library supplies
* Complies, copies, sorts and files various vendor, accounting and personnel records
* Prepare and reconcile daily cash receipts and weekly deposits
* Assist in copying materials and assembling board meeting packets
* Assist in record retention
* Consistently demonstrate and model essential competencies and key beliefs
* Other duties as assigned

**Supervisory Responsibilities**

Can be shift supervisor and trainer for other pages.  Reports to Manager and Assistant Manager of Dept. and to Librarian-in-charge when present.

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish.  We want to create a culture of positivity using 5 principles:  Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule.  Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* High School graduate or equivalent
* 1 year experience as a Page I
* Computer experience
* Familiar with general office equipment

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.  The requirements listed are representative of the knowledge, skill and ability required.  Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see.  The employee is frequently required to sit, stand walk and reach with hands and arms.  The employee will occasionally lift, push, or move up to 35 pounds and push carts weighing 150 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**ADA Disclaimer**

Nothing in the job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Public Relations Manager |  |  |  |
| **Reports To:** | Executive Director |  | **Date Created:** | April 18, 2015 |
| **Status:** | Full-time, Exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for building awareness in the community for library programs, services and collection to increase patron engagement. Uses all methods of advertising, social media and community contacts to advertise the library.

**Essential Duties and Responsibilities** include the following:

* Effectively promote library services, collections and programs to community
* Develop and execute comprehensive communication strategy
* Translate strategy to print and online media
* Maintain consistency of brand across all channels of communications
* Analyze results of efforts and make necessary adjustment
* Remain current on industry trends
* Prepare effective promotion materials
* Regularly evaluate new techniques, products, and software for inclusion
* Enhance and maintain relationships with area media, schools, businesses, and civic organizations
* Work effectively with outside groups such as the City of McHenry, the Friends of the Library and the Chamber of Commerce
* Administer and upkeep of the library website
* Administers organizational blogs (staff and public) and other social media
* Edits, designs and coordinates printing and distribution of newsletter (print & digital)
* Prepare and distributes press releases
* Acts as a spokesperson for the library in conjunction with Director and Assistant Director
* Prepare and create publicity and promotional material
* Administer online calendar of events
* Edit promotional materials prepared by library staff
* Prepare various library displays, signs, etc. as needed
* Prepare and maintain budget
* Attend Library Board Meetings as appropriate and when requested
* Attend meetings of the library management staff
* Alongside the Executive Director develop an annual report for wide distribution
* Coordinate library’s participation in community event, such as the annual Fiesta Days Parade
* Help coordinate internal and external special events
* Coordinate Staff Service Awards Program and celebrations
* Other duties may be assigned

**Supervisory Responsibilities**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* Bachelor’s degree in Public Relations, Marketing, Journalism, Communications or Digital Media or equivalent in work experience
* 4 years of experience in developing comprehensive and creative communication plans
* Thorough knowledge and understanding of print and digital communications with related delivery systems
* Knowledge of web design and content strategy, social media, graphic design, typography and print production
* Ability to manage multiple projects and deadlines simultaneously
* Proficient in Adobe Create Suite of software. Knowledge of basic HTML and CSS.
* Experience with digital photography/videography and editing
* Experience dealing with vendors and the media
* Excellent verbal and written communication skills

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 20 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Technology Assistant (INACTIVE) |  |  |  |
| **Reports To:** | Technology Manager (INACTIVE) |  | **Date Created:** | April 18, 2015 |
| **Status:** | Full-time, exempt |  | **Date Revised:** |  |

**Summary:**

Ensure the computer resources of the library are fully functional and well maintained.

**Essential Duties and Responsibilities** include the following:

* Performing routine workstation maintenance
* Completes and assists in inventory maintenance
* Set up new workstations to required specifications
* Replace minor parts in workstations and PC’s
* Troubleshoot various workstation issues
* Complete documentation of issues and how resolved
* Provide support to staff by answering their technology questions/concerns
* Attend staff in-service meetings
* Other duties may be assigned

**Supervisory Responsibilities**

None

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* High school graduate or equivalent
* Associates degree in computer science, a plus
* 2 years of experience in computer maintenance
* 1-2 years previous experience in workstation, PC and network troubleshooting
* Strong listening skills
* Excellent verbal and written communication skills
* A+ and CIAA certifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 70 pounds.

**Work Environment**

The noise level in the work environment is usually moderate.

**McHenry Public Library**

**Job Description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job Title:** | Technology Manager (INACTIVE) |  |  |  |
| **Reports To:** | Executive Director |  | **Date Created:** | April 18, 2015 |
| **Status:** | Full-time, Exempt |  | **Date Revised:** |  |

**Summary:**

Responsible for the technology strategy, its execution, and troubleshooting to best serve the staff and patrons.

**Essential Duties and Responsibilities** include the following:

* Analyze, evaluate and recommend technologies (software and hardware)
* Facilitate meetings effectively and efficiently, keeping the team well-informed
* Resolve problems in a timely fashion with minimal downtime and disruption
* Relay relevant IT-related information to all parties in a timely fashion
* Service as the “Help Desk” coordinator
* Identify problems/concerns and suggest/initiate improvements
* Interact/communicate effectively with staff regarding technology issues
* Remain on the forefront of emerging technology and industry practices
* Seek CE training and professional activities within the IT and Library environment
* Bridge the “technology divide” between IT staff, library staff and patrons
* Repair equipment when needed
* Serve as the IT liaison for our ILS consortium
* Seamlessly work with other Departments to install and resolve issues in a timely fashion with limited interruption.
* Other duties may be assigned

**Supervisory Responsibilities**

Technology Assistant

**Staff Values Translate into Service Excellence**

Our library staff has a set of values that guide how we serve the community and should be reflected in everything we do, say and publish. We want to create a culture of positivity using 5 principles: Actions speak louder than words; Fairness; Warmth and Friendliness; Courtesy; and Trust; and Excellence in stewardship of public funds (efficiency, economy).

**Key Beliefs**

* It is recognized that every library user in this area has a choice as to what library they want to use - we want that choice to be the McHenry Public Library.
* Get the patron what s/he wants, how s/he wants it, on time and do it with courtesy and a smile.
* Display a positive, friendly, open and communicative attitude to all staff and patrons.
* Follow the Golden Rule. Always ‘treat staff and patrons as you would wish to be treated’ – with integrity, respect and courtesy.
* Everything you do in front of anyone (staff member and patron) means something (whether you mean it or not).
* Be solution oriented – don't use the rules of the library as artificial barriers to service; go the extra mile in assisting patrons; give equitable service proportional to individual circumstances.
* Use cooperation and teamwork, both inter and intra-departmentally, when assisting patrons and other staff or accomplishing tasks and follow-through on all activities; value each other's time.
* Be responsible and proactive for your own training, understanding your job and understanding you place in the library.

**Qualifications**

* Bachelor’s degree in computer science or equivalent
* 3-5 years of computer and network management experience
* 2-3 years of client care/helpdesk, a plus
* Supervisory and project management experience
* Excellent written and verbal communication

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this job, the employee is regularly required to talk, hear and see. The employee is frequently required to sit, stand walk and reach with hands and arms. The employee will occasionally lift, push, or move up to 70 pounds. The employee will occasionally climb ladders up to 18 feet and pull wiring and cables.

**Work Environment**

The noise level in the work environment is usually moderate.