

---

May 18, 2021

**TO: RAILS Board**

**FROM: Monica Harris, RAILS Associate Executive Director**

**SUBJECT: Update to RAILS Organizational Structure**

After careful consideration and an independent evaluation of the job description by HR Source, RAILS has determined that Leila Heath, currently Library Resources and Programs Manager, will be promoted to Level 10, Library Resources and Programs Director in FY22.

Leila was hired in April of 2019 in a newly created position (Level 9) focused specifically on the development and management of library resources, including cooperative purchases, vendor discounts, and e-content. Under Leila's leadership, the role has significantly evolved beyond the original parameters of her role. In the last two years, Leila has increased member savings to over one million dollars, grown the Deals and Discounts program by nearly 20% overall (despite driving down member prices through negotiation), added an additional professional librarian direct report, and contributed to the growth of eRead by over 28%, among her accomplishments.

Our shared vision for this role is to continue to maximize group purchasing, facilitate partnerships and networking opportunities with other institutions at the state and national level, and to foster member input and continue to build member engagement tools. Recent innovations including the development of the data infrastructure and the adoption of the Consortia Manager tool are clear steps in this direction.

It is our position and the position of HR Source that in order to keep the role in line with similar positions in like organizations, it is necessary to update the job description to reflect the current realities of the job and promote the position to a Director level as part of the Executive Team.

REACHING ACROSS ILLINOIS LIBRARY SYSTEM PAY GRADE ASSIGNMENTS Based on a 37.5 Hour Workweek Effective July 1, 2021					
Pay Grade	FLSA	Position Title	Range Minimum	Range Midpoint	Range Maximum
14	E	Associate Executive Director	\$117,338	\$146,673	\$176,007
			\$60.17	\$75.22	\$90.26
13		Hold for future restructuring	\$104,445	\$130,556	\$156,668
			\$53.56	\$66.95	\$80.34
12		Hold for future restructuring	\$92,968	\$116,210	\$139,451
			\$47.68	\$59.59	\$71.51
11	E	Director, Technology Services	\$82,752	\$103,440	\$124,128
	E	Director, Finance and Human Resources	\$42.44	\$53.05	\$63.66
10	E	Director, Marketing & Communications	\$73,658	\$92,073	\$110,488
	E	LLSAP Services Manager	\$37.77	\$47.22	\$56.66
	E	Director, Delivery and Facility Services			
	E	Director of Consulting and Continuing Education			
	E	Information Technology Manager			
	E	Director of Library Resources and Programs			
9	E	Applications Developer	\$65,565	\$81,956	\$98,347
	E	Application and Web Developer	\$33.62	\$42.03	\$50.43
	E	Member Engagement Manager			
8	E	RSA System Supervisor	\$58,360	\$72,950	\$87,541
	E	Data Analysis Manager	\$29.93	\$37.41	\$44.89
	E	Network Administrator			
	E	RSA Operations Supervisor			
	E	System Administrator			
	E	RSA Cataloging and Database Supervisor			
7	E	HR Generalist	\$51,947	\$64,933	\$77,920
	E	Staff Accountant	\$26.64	\$33.30	\$39.96
	E	Technology Special Projects Coordinator			
	E	RSA System Coordinator			
	E	E-Content Specialist			
	E	RSA Member Services Supervisor			
	E	Delivery Services Manager			
	NE	Executive Assistant			
6	E	Special Projects Librarian	\$46,239	\$57,798	\$69,358
	E	Marketing and Public Relations Specialist	\$23.71	\$29.64	\$35.57
	E	Consulting and Continuing Education Specialist			
	NE	RSA Design, Marketing, and Administrative Coordinator			
	E	Cataloging Services Coordinator			
5	NE	RSA Member Services Coordinator	\$41,158	\$51,447	\$61,736
	NE	RSA Member Services User Experience Coordinator	\$21.11	\$26.38	\$31.66
	NE	Senior Support Specialist			
4	NE	Human Resources Coordinator	\$36,636	\$45,794	\$54,953
	NE	Accounting Specialist	\$18.79	\$23.48	\$28.18
	NE	Delivery Lead/Facility Associate			
	NE	Administrative Assistant			
3	NE	RSA Cataloging and Database Senior Specialist	\$32,610	\$40,762	\$48,915
			\$16.72	\$20.90	\$25.08
2		Hold for future restructuring	\$29,026	\$36,282	\$43,539
			\$14.89	\$18.61	\$22.33
1	NE	Sorter/Driver	\$25,837	\$32,296	\$38,755
	NE	Floater	\$13.25	\$16.56	\$19.87
	NE	Driver/Sorter			

Due to space limitations, chart is not strictly hierarchical. Double borders indicate supervisory responsibility.

