**LIBRARY DIRECTOR**

**(Full-Time; Exempt Position, Reports to Library Board of Trustees)**

**General Summary**: Under broad policy guidance and direction from the Library Board, this employee performs professional library duties in planning, developing, implementing, and directing all the activities of the Glenwood-Lynwood Public Library District. Supervision extends to all library personnel, whether direct or indirect. An employee in this position is responsible for maintaining a professional work relationship with the Library Board and the community; for developing and coordinating programs; for employing, training, and supervising library staff; for preparing and administering the library budget; for overseeing operations; for overseeing facilities maintenance; and for representing the library at meetings and conferences. Library Director is the lead of the Management Team. This is a management position and accountable for all activities, programs, and services of the library.

**Essential Functions and Responsibilities:**

• Administers library policies, makes policy recommendations and prepares policies as necessary.

• Prepares and administers the library budget and all government required financial documents in consultation with the Library Board.

• Directs the selection of library materials within the budget and according to the Board adopted Materials Selection Policy.

• Supervises personnel directly or through subordinates; hires and trains employees; assigns and monitors work; evaluates personnel; disciplines employees as necessary.

• Supervises maintenance of files and records.

• Administers acquisition and maintenance of library facilities and equipment

• Implements library security policies and procedures.

• Maintains relations with the Friends of the Library.

• Evaluates library services and makes recommendations for improvements. Reports to the Library Board on the activities of the library and the library staff.

• Represents the Library in meetings and events and participates in professional meetings, classes, conferences, and workshops, locally and nationally.

• Resolves patron or community user issues and problems.

**Knowledge, Skills, and Abilities:**

• Knowledge of principles, theories, trends and objectives of library science and of library operation.

• Knowledge of and experience with effective participative management techniques.

• Knowledge of supervision, training, and staff utilization principles.

• Considerable knowledge of reference sources, children and adult literature, cataloging, online automation, and operation and programs of a personal computer.

• Ability to plan, organize, and direct library services.

• To speak and write effectively

• Ability to communicate effectively, patiently, and courteously with a diversity of people.

• Ability to multi-task several projects and responsibilities.

• Ability to utilize supervisory and leadership skills in order to maximize the staff's strengths as well as the ability to facilitate staff growth.

• Commitment to providing excellent customer service.

• To establish and to maintain effective working relationships with Trustees, Village employees, staff, patrons, and others encountered in the work.

• Advanced knowledge of computing skills, including but not limited to word processing, publishing software, basic web development software and terminology and Internet searching.

• Ability to travel to local, state, regional and national meetings and conferences.

**Education, Experience, and Training:**

• Master’s of Library Science Degree from an American Library Association accredited college or university including

• Experience of a supervisory capacity in a public library setting, with demonstrated capacity for staff management, fiscal responsibility and problem solving, for no less than 3 years.

• Ability to meet with, work with, and supervise people of diverse backgrounds and to communicate effectively both orally and in writing.

• Must possess a valid driver's license and be able to demonstrate personal vehicle is insured in compliance with Illinois law.

Position Hours:

• This is a full-time, exempt professional position; 35 hours per week; must be available to work weekdays, evenings, and weekends.

**INFORMATION SERVICES LIBRARIAN – ADULT/YOUTH**

**(Full/Part-Time; Reports to Information Services Manager)**

**General Summary:** Performs a variety of professional duties involved in planning and implementing library services. Will have an emphasis in the Adult or Youth areas, but will provide services to all patrons of the library when necessary.

**Essential Functions and Responsibilities:**

• Provides reference and reader's advisory service to all patrons of all ages.

• Works with Information Services Manager to develop and maintain the library collection, with an emphasis on the adult or youth area. Manages tax forms.

• Provides interlibrary loan services utilizing various online catalogs in Illinois and an international online catalog. Assist in training part-time reference staff in reference and interlibrary loan procedures.

• Conducts library programming events

• Attends library staff meetings, continuing education workshops and professional association meetings.

• Provides assistance at Circulation Desk and Computers when necessary.

• Performs other duties and assignments as required/requested by the Library Director and/or Information Services Manager.

**Knowledge, Skills, and Abilities:**

• Familiarity with print and electronic reference and reader's advisory sources.

• Knowledge of how to conduct a reference interview.

• Ability to complete work and meet deadlines; time management and organizational skills; attention to detail.

• Flexibility; ability to work independently yet is a team player.

• Advanced computer literacy including the use of office software applications and Internet searching.

• Ability to instruct patrons in the use of electronic databases.

• Excellent oral and written communication skills with a diverse patron population and staff.

• Commitment to providing excellent customer service.

• Excellent reading ability, an interest in popular culture and current events, and an intellectual curiosity helpful.

• Willingness to continuously learn new skills and procedures.

• Ability to kneel, squat, sit, stand and walk for extended periods of time (15 minutes or more).

• Ability to use various tools (scissors, paper cutter, glue gun etc) in a safe manner.

• Ability to travel to local, state, regional and national meetings and conferences.

**Education, Experience, and Training:**

• Master's Degree in Library Science from an ALA-accredited college or university.

• Library experience preferred.

• Training and experience with computers, with office software, electronic catalog, and Internet searching, is necessary.

• Previous reference service experience would be preferred but not necessary, depending on degree of previous training.

• Must possess a valid driver's license and be able to demonstrate personal vehicle is insured in compliance with Illinois law.

**Position Hours:**

• This is a full-time or part time, non-exempt professional position; must be available to work weekdays, evenings, and weekends. Hours will be dependent on library needs

**INFORMATION SERVICES ASSISTANT**

**(Full/Part-Time; Reports to Information Services Manager)**

**General Summary**: Performs a variety of duties involved in planning and implementing library services. Will have an emphasis in the Adult or Youth areas, but will provide services to all patrons of the library when necessary.

**Essential Functions and Responsibilities:**

• Provides reference and reader's advisory service to all patrons of all ages.

• Works with Information Services Manager and Information Services Librarians to develop and maintain the library collection, with an emphasis on the adult or youth area.

• Provides interlibrary loan services utilizing various online catalogs in Illinois and an international online catalog.

• Conducts library programming events

• Attends library staff meetings, continuing education workshops and professional association meetings.

• Provides assistance at Circulation Desk and Computers when necessary.

• Performs other duties and assignments as required/requested by the Library Director and/or Information Services Manager.

**Knowledge, Skills, and Abilities:**

• Familiarity with print and electronic reference and reader's advisory sources.

• Knowledge of how to conduct a reference interview.

• Ability to complete work and meet deadlines; time management and organizational skills; attention to detail.

• Flexibility; ability to work independently yet is a team player.

• Advanced computer literacy including the use of office software applications and Internet searching.

• Ability to instruct patrons in the use of electronic databases and current technologies.

• Excellent oral and written communication skills with a diverse patron population and staff.

• Commitment to providing excellent customer service.

• Excellent reading ability, an interest in popular culture and current events, and an intellectual curiosity helpful.

• Willingness to continuously learn new skills and procedures.

• Ability to kneel, squat, sit, stand and walk for extended periods of time (15 minutes or more).

• Ability to use various tools (scissors, paper cutter, glue gun etc) in a safe manner.

• Ability to travel to local, state, regional and national meetings and conferences.

**Education, Experience, and Training:**

• Bachelors Degree highly desirable; will consider extensive library experience without a Bachelors, or a combination of college and library experience.

• Training and experience with computers, with office software, electronic catalog, and Internet searching, is necessary.

• Previous reference service experience would be preferred but not necessary, depending on degree of previous training.

• Must possess a valid driver's license and be able to demonstrate personal vehicle is insured in compliance with Illinois law.

**Position Hours:**

• This is a full-time or part time, non-exempt, non-professional position; must be available to work weekdays, evenings, and weekends. Hours will be dependent on library needs.

**CIRCULATION CLERK**

**(Part-Time; Reports to Circulation Manager)**

**General Summary**: This part-time position involves the distribution of library materials and patron information at the Circulation Desk. There is no supervision of others.

**Essential Functions and Responsibilities:**

• Registers patrons for library cards; verifies residency information, collects non-residents’ fees and renews library cards.

• Processes returns of materials at Circulation Desk.

• Charges out Library materials; accepts monies for overdue fines, fees, lost book charges, used book sales.

• Checks materials received for overdues. Enters data into computer regarding fines owed, paid or other patron data to be attached to patron file or forwards this information to appropriate Circulation Clerk.

• Maintains library collection shelf order on a regular basis.

• Provides assistance with Information Services Desk or Computers when necessary.

• Performs other duties as deemed related and necessary.

**Knowledge, Skills, and Abilities:**

• Ability to communicate effectively in English both orally and in writing.

• Ability to understand and carry out oral and written instructions.

• Basic knowledge of Windows, Internet and Microsoft Office applications

• Ability to learn new computer operations.

• Ability to exercise tact in maintaining good working relationships with the public, staff and Board.

• Ability to bend, lift, and stoop to retrieve library materials.

• Ability to stand and walk for extended periods of time (15 minutes or more).

• Ability to travel to local, state, regional and national meetings and conferences.

**Education, Experience, and Training:**

• High school graduate with a minimum of one-year work experience.

**Position Hours:**

• This is a part-time position, non exempt position; must be available to work weekdays, evenings, and weekends if needed. Hours will be dependent on library needs.