

Alpha Park Pubic Library District

Job Description

Library Director



Reports to the Board of Trustees

Department: Administration

Classification: Exempt, regular full-time, salary D.O.Q.

General Statement

The Library Director is responsible for the overall supervision of day-to-day events, ensuring the library remains a welcoming and integral component of the population it serves. They should be passionate about promoting the facility as an educational and recreational community center that directly reflects the needs and desires of the patronage it serves. The Library Director maintains policy, legal, and fiscal responsibilities in accordance with statutory requirements, while fostering a cooperative team-first approach among staff in order to provide excellent public service.

Responsibilities

- Implements policies approved by the board
- Supports the development, execution, and evaluation of programs and services
- Works directly with the Business Manager to develop and administer an annual budget, ordinances, and tax levy
- Hires and manages staff committed to the library's mission
- Complies with all local, state, and federal legal requirements
- Builds positive relationships with partner organizations, policymakers, and media
- Represents the library in associations and organizations, serving on committees and advisory groups, when applicable, and speaking in public settings
- Holds a vision of the future for libraries, working to make that vision a reality
- Incorporates new technologies wisely into library operations
- Submits annual state level reporting, including but not limited to: IPLAR, Per Capita Grant, Fulton and Peoria County Election Commission Packets, Library Registration, and Statement of Economic Interest
- On boards new members to Board of Trustees
- Works directly with the Business Manager as acting HR department for all staff
- Other duties as assigned and as appropriate to the position

Qualifications and Education

- Master's degree in Library and Information Science from an ALA accredited university
- At least five (5) years' experience managing a diverse team in a library setting
- Aptitude for dealing with people of all ages and backgrounds
- Ability to communicate clearly, both verbally and in writing
- Skilled in leadership, coaching, and growing a strong library team

Working Conditions

- Occasional travel expected to partnering libraries, off cite events/programs, and conferences
- Flexibility in working day, evening, and weekend hours
- Lift up to 50lbs with assistance
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library District

Job Description

Business Manager



Reports to the Library Director
Department: Administration
Classification: Exempt, regular full-time, hourly

General Statement

Under the direction of the Library Director, the Business Manager works to maintain the daily budgetary and human resource operations. The Business Manager has one direct report: Facilities Manager. Daily duties also include processing of incoming mail, bookkeeping, cash handling and deposits, timekeeping, and accounts payable and receivable.

Responsibilities

- Acts as liaison between insurance, benefit, and service providers
- Assists in grant writing and reporting
- Prepares monthly board packet
- Prepares regular financial reports
- Processes payroll and benefits for all staff
- Prepares ordinances in accordance to annual tax levy with consultation from the Library Director and Finance Committee
- Serves as an active member of the Finance Committee
- Submits public communications to proper outlets
- Trains, supervises, and ensures Facility Manager is compliant with duties that are required
- Works with auditors and financial institutions to ensure fiduciary responsibility
- Works directly with the Library Director as acting HR department for all staff
- Works collaboratively to onboard new employees
- Other duties as assigned

Qualifications and Education

- Bachelor's degree in Business Administration or Business Management
- Three (3) years' experience in bookkeeping and accounting with supervisory duties
- Knowledge of local, state, and federal employment regulations
- Experience and proficiency with a variety of computer software/applications, including Quickbooks and Excel
- Capacity to work flexibly and confidentially with public, staff, and a variety of service providers
- Excellent attention to detail

Working Conditions

- Occasional travel may be required
- Occasional evening and weekend hours expected
- Lift up to 50lbs with assistance
- Access to reliable transportation

Alpha Park Public Library District

Job Description

Facility & Grounds Coordinator



Reports to the Business Manager

Department: Administration

Classification: Exempt, regular full-time / part time, hourly

General Statement

Under the direction of the Library Director and Business Manager works to maintain the facility and support capacities of the library. Serves as back up for the Business Manager. Works as liaison with all service vendors to ensure a properly working, safe, and clean facility for the public and staff. Maintains supplies for operations. Works with Library Director to provide video or in person training for staff in accordance with local, state, and federal regulations, such as but not limited to, Emergency/Safety Protocol, Blood-Bourne Pathogens, and Sexual Harassment.

Responsibilities

- First response custodial or safety contact
- Ensures safety compliance and regulations are met and maintained
- Negotiates, liaisons, and serves as primary contact for vendors including requesting public bids
- Supervises in keeping exterior foliage/grounds appearance to standards during all seasons
- Distributes mail; ensures proper handling of packages, and provides maintenance of postage machine
- In charge of records management and disposition
- Maintains and monitors patron traffic counts
- Assists with statistical reporting for grants
- Cash handling and collection
- Main point-of-contact for ordering all office supplies and departmental needs
- Primary liaison with the technology service provider and first response to trouble shooting IT-related issues for public and staff tech equipment
- Other duties as assigned

Qualifications and Education

- High school diploma/G.E.D. required, Associate's degree preferred; other education/work experience considered
- Exceptional customer service and communication skills
- Experience and proficiency with a variety of computer software/applications
- Capacity to work flexibly with public, staff, and a variety of service providers
- Attention to detail
- Must not be averse to physical labor, both indoors and out

Working Conditions

- Occasional evenings and weekend hours expected
- Ability to use and operate hand tools
- Lift up to 50lbs with assistance
- Access to reliable transportation
- Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in maintenance