Alpha Park Public Library District
Job Description
Library Director

Reports to the Board of Trustees
Department: Administration
Classification: Exempt, Regular Full Time, Salaried (Contingent on Board Recommendation)

General Statement of Responsibilities
Under the direction of the Library Board of Trustees, the Director develops, administers, supervises, and coordinates the work of the library and staff. Performs managerial duties related to personnel, budget, collection development, building maintenance, and operations. Carries out legal and administrative responsibilities in accordance with statutory requirements. Works cooperatively with the overlying consortium of Reaching Across Illinois Library Systems and the Illinois State Library. Coordinates with Department Heads to ensure service continuity.

Qualifications, Education, Experience and Skills Desired
- Acts as liaison between insurance, benefit, and service providers
- Excellent communication and organizational skills
- Ability to administer the activities of a public library and to supervise the work of others
- Maintains knowledge of standard library principles practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues
- Proficiency with computers, popular library software (SirsIDynix), internet and digital communications
- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies and the general public
- Master’s Degree in Library Science from an accredited college or university plus three years of progressively responsible library administration experience, including at least three years in a supervisory capacity, Comparable experience to education requirements considered

Responsibilities
- Plans, implements, and evaluates library services
- Develops, implements and evaluates long and short term goals, including the strategic plan
- Handles complaints in accordance with policy
- Provides supervision, evaluates, and delegates responsibilities to the library staff
- Organizes, trains and evaluates personnel and volunteers
- Conducts regular staff meetings
- Directs and controls the expenditure of fund allocations within the constraints of the approved budgets
- Sees to the purchasing and upkeep of furnishing and equipment, including vendor contracted services
- Pursues and applies for grant money
- Prepares monthly and annual financial statistical reports for the Board of Trustees, government officials, and the state library
- Performs other related responsibilities as necessary including assisting all departments in day to day operations if necessary
- Other duties as assigned

Working Conditions/Physical Requirements:
Occasional Travel may be required
Occasional nights and weekend hours are expected
Must not have aversion to physical labor or cash handling

Reviewed and Approved by the Board of Trustees September 2021
Alpha Park Public Library District
Job Description
Business Manager

Reports to the Director
Department: Administration
Classification: Exempt, Regular Full Time, Salaried ($19.03-26.36)

General Statement of Responsibilities
Under the direction of the Director the Business Manager works to maintain the daily budgetary operations, human resource operations, and the facility operations through direction of the Facilities Manager. Daily duties also include processing of incoming mail, bookkeeping, cash handling and deposits, timekeeping and accounts payable and receivable.

Qualifications, Education, Experience and Skills Desired
- Three years of experience bookkeeping, accounting with increasing levels of responsibility or supervision
- 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
- Must not be averse to physical labor
- Bachelor’s degree in Business Administration or Business Management

Responsibilities
Administrative
- Acts as liaison between insurance, benefit, and service providers
- Assists in grant writing and reporting
- Prepares monthly board packet
- Prepares regular financial reports
- Prepares payroll and benefits for all staff
- Prepares working Budget & Appropriations Ordinance, in consultation with the Director and Finance Committee
- Serves as an active member of the financial committee
- Submits public communications to proper outlets
- Trains, monitors, supervises, and ensures Facility Manager is compliant with duties that are required
- Works with auditors and financial institutions to ensure fiduciary responsibility
- Works collaboratively to onboard new employees
- Other duties as assigned

Working Conditions/Physical Requirements:
- Occasional Travel may be required
- Occasional nights and weekend hours are expected
- Lift up to 50lbs with assistance
- Access to reliable transportation

Reviewed and Approved by the Board of Trustees September 2021
Alpha Park Public Library District
Job Description
Facilities Manager

Supervisor: Business Manager, Director
Department: Administration
Classification: Non-exempt, Regular Full Time, hourly ($15.25-$22.28)

General Statement of Responsibilities
Under the direction of the Director and Business Manager, the Facilities Manager works to maintain the facility and support capacities of the library. Serves as back up for the Business Manager. Works as liaison with Information and Technology and service vendors to ensure a properly working, safe, clean, welcoming facility for the public and staff. Maintains supplies for operations. Coordinates with the Safety SPOC to ensure proper training is maintained amongst the staff in accordance with local, state, and federal regulations.

Qualifications, Education, Experience and Skills Desired
- Exceptional customer service and communication skills
- Experience and proficiency with a variety of computer software/applications, including web design
- Capacity to work flexibly with public, staff, and a variety of service providers
- Attention to detail
- Must not be averse to physical labor

Responsibilities
Facilities-
- First response custodial or safety contact
- Ensures safety compliance and regulations are met and maintained
- Negotiates, liaises, and serves as primary contact for vendors including requesting public bids
- Maintains and replaces all library equipment as needed

Administrative-
- Distributes mail and ensures proper handling of packages including maintenance of postage machine
- In charge of records management and disposition
- Oversees and maintains all supply inventory
- Maintains and monitors patron traffic counts
- Assists with statistical reporting for grants, E-Rate applications, or ILLNET reports
- Cash handling and collection

Web-Development and Information Technology-
- Primary liaison with the technology service provider
- First response to trouble shooting and IT-related issues for public and staff tech equipment
- Ensures daily back-up of server information
- Troubleshoots for public and staff use computers
- Other duties as assigned

Working Conditions/Physical Requirements:
- Occasional nights and weekends
- 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

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District
Job Description
Facilities Assistant

Reports to Facilities Manager
Department: Administration
Classification: Non-Exempt, Regular Part Time, 5 hours a week (11.00-15.00)

General Statement of Responsibilities
Under the direction of the Facilities Manager the Facilities Assistant provides general upkeep and maintenance of the library facility and the garden areas. This position is to work no more than 5 hours a week to be scheduled by the Facilities Manager. On the job training provided for some projects, knowledge of best and safe practices required. Must be accessible for continual communication in the event of a grounds emergency.

Qualifications, Education, Experience and Skills Desired
- Strong and enthusiastic customer service skills
- High school diploma or equivalent
- Physical strength and endurance
- Experience using hand tools and light machinery including gardening tools
- Effectively communicates the duties and responsibilities assigned
- Able to use hands to control tools and implements of repair
- Knowledge and ability for proper plant trimming, handling, planting, and pruning

Responsibilities
- Touch-up painting
- Weeding and safeguarding our greenspace
- Trash pick-up
- Repotting flowers and plants for decorative touch
- Proper upkeep and storage of tools and equipment
- Proper use of fertilizer
- Other duties as assigned

Working Conditions/Physical Requirements:
- Ability to go from sitting to standing quickly and easily
- Regular night and weekend hours
- Access to reliable transportation
- Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in physical work
- Must be able to work in outdoor weather conditions

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District
Job Description
Technical and Circulation Services
Department Head

Reports to the Director
Department: Technical and Circulation Services
Classification: Exempt, Regular Full Time, hourly (22.22-27.93)

General Statement of Responsibilities
Under the direction of the Director, the Technical and Circulation Services Department Head oversees the daily operations of all department service functions. The Department Head manages and approves scheduling of 11 direct reports, including pages, and ensures the adoption and execution of best customer service practices. Daily circulation duties are delegated and supervised by the Department Head, including, but not limited to, patron registration, holds management, materials check-in and check-out, fee collection, and interlibrary loan and delivery. The Department Head also oversees daily operations of budgeting, ordering, processing, cataloging and distribution of tangible and collection based materials (playaways, audiobooks, e-books, etc.). The Department Head should be able to communicate clearly all relevant policies and practices regarding technical services and collection development to employees and patrons.

Other duties include processing and compiling reports, assisting with grant applications and reporting, and assisting in maintaining good patron and material workflow. The Department Head is responsible for the growth, training, and development of their direct reports. Strong leadership skills are required. The Department Head represents the library at local, regional, or state-wide meetings, as directed. Regular and frequent communication to the director regarding these matters is an essential component of this position. May occasionally assist with programming and outreach events.

Qualifications, Education, Experience and Skills Desired
- MLIS preferred; Educational and Workforce Experience may compensate
- Cataloging background preferred
- Ability to prioritize, delegate, supervise, and manage
- Ability to confidently coach and develop direct reports
- Effective and efficient communication skills, both verbally and written
- Knowledge of professional library standards and best practices in technical services; and circulation, cataloging, integrated systems, workflows, and Office XP
- Minimum of four years’ library experience
- One to three years of management experience
- Basic knowledge of library vendors and ordering processes expected (Ingram, Demco, Baker & Taylor, etc.)
- Works to continually build team cohesion and good rapport amongst team members and all library staff
- Experience in ordering from multiple vendors
- Strong budgeting skills required
Responsibilities

- Assists in other departments when necessary
- Continually assess library collections, determining weeding, auditing, inventories, trends and best practices
- Ensure daily cash handling requirements are met
- Processes and supervises ordering and vendor contacts for print and digital collection materials
- Supervises and confirms customer hold contacts have properly been made
- Monthly reporting
- Works with the Director and other Department Heads to craft a comprehensive plan for collection development and management, ordering and managing materials, shifting and weeding materials, and reviewing vendor services
- Assess and oversees the repair of damaged items
- Catalogs non-fiction and brief record items and oversees cataloging of all items
- Establishes and approves a work schedule for circulation personnel and ensures circulation desk is adequately staffed at all times
- Establishes and approves a work schedule for Pages
- Provides regular reports at the Director’s request
- Other duties as assigned

Working Conditions/Physical Requirements:

- Occasional travel to partnering libraries will be required
- Flexibility in scheduling including day, evening, and weekend hours required
- Lift up to 50 lbs. with assistive equipment
- Push and steer a properly loaded book cart
- Standing for extended periods of time
- Move safely and easily from sitting to standing positions

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library
Job Description
Circulation Specialist

Reports to Department Head
Department: Technical and Circulation Services
Classification: Non-Exempt, Full Time, hourly (16.35-18.23)

General Statement of Responsibilities
Under the direction of the Technical and Circulation Services Department Head, the Circulation Specialist directly supervises, performs, and delegates tasks amongst the Circulation team. The Circulation Specialist must be skilled in all circulation functions, including checking out and discharging materials, processing library card applications, updating patron records, handling payments, processing holds and interlibrary loan requests, notifying patrons when items are available for pickup, and searching for lost items. The Circulation Specialist trains frontline staff in accordance to the policies and practices of the department and under the advisory of the Department Head.

Qualifications, Education, Experience and Skills Desired
- Must not be averse to physical labor or cash handling
- High school diploma required; Library Technician Assistant certificate or associate’s degree preferred
- Two to four years of customer service experience preferred
- Must have good problem solving skills
- Must be able to prioritize and multi-task
- Must be comfortable coaching, delegating tasks and giving correctives and directives
- Two years of direct supervisory experience
- Open to learning new and continually updating library systems

Responsibilities
- Answer phones and direct calls accordingly
- Be familiar with library services and materials offered to inform patrons
- Copy and Fax documents for patrons
- Ensure patrons receive materials they are seeking and guide them to additional sources if necessary
- Proactively engage patrons
- Process and sort all materials accurately and efficiently
- Print and mail service notices
- Receive and process cash and credit card payments
- Utilize online and app based resources (GoMerchant, Outlook, WorldShare, and FindmoreIllinois)
- Process OCLC and interlibrary loan items
- Onboard and train new personal
- Resolves patron grievances
- Other duties as assigned

Working Conditions/Physical Requirements:
- Evenings and weekend hours required
- Lift up to 25 lbs. of materials
- Push and steer loaded book carts
- Stand for extended periods of time
- Go from sitting to standing frequently and easily
- Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in job duties

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District

Job Description

Circulation Assistant

Supervisor: Operations Department Head
Department: Technical and Circulation Services
Classification: Nonexempt, Regular Full Time or Part Time, hourly ($11.00-16.57)

General Statement of Responsibilities
The Circulation Assistant is a forward facing customer service job. Daily interactions with the patrons of our library are shaped directly by the Circulation Assistant. Under the direction of the Department Head and the Circulation Specialist, the Circulation Assistant performs all circulation functions, including checking out and discharging materials, processing library card applications, updating patron records, handling payments, processing holds and interlibrary loan requests, notifying patrons when items are available for pickup, and searching for lost items. The Circulation Assistant is a primary materials handler, and may also shelve books, and empty book drops (internal and external). This position requires strong attention to detail, and the ability to communicate procedures and policies to patrons with a positive and friendly attitude.

Qualifications, Education, Experience and Skills Desired
- Must not be averse to physical labor or cash handling
- High school diploma required; Library Technician Assistant certificate or associate’s degree preferred
- Customer service experience preferred
- Must have good problem solving skills
- Must be able to prioritize and multi-task
- Open to learning new and continually updating library systems

Responsibilities
- Answer phones and direct calls accordingly
- Assist in other departments as library needs dictate
- Be familiar with library services and materials offered to inform patrons
- Copy and Fax documents for patrons
- Ensure patrons receive the materials they are seeking and guide them to additional sources if necessary
- Proactively engage patrons
- Process and sort all materials accurately and efficiently
- Print and mail service notices
- Receive and process cash and credit card payments
- Utilize online and app based resources (GoMerchant, Outlook, WorldShare, and FindmoreIllinois)
- Other duties as assigned

Working Conditions/Physical Requirements:
Evenings and weekend hours required
Lift up to 25 lbs. of materials
Push and steer loaded book carts
Stand for extended periods of time
Go from sitting to standing frequently and easily
Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in job duties

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District
Job Description
Technical and Circulation Services
Technician Specialist

Reports to Department Head
Department: Operations Technical Services
Classification: Non-exempt, Regular Full Time, hourly (16.50-19.78)

General Statement of Responsibilities
Under the direction of the Department Head this position processes materials for shelves, repairs materials as needed, assists with collection organizations, and keeps the user catalog up to date. The Technician Specialist provides excellent customer service, assists in circulation duties when necessary, and is cognizant of turnaround time for project completion.

The Technician Specialist works flexibly and collaboratively with all members of the library staff to ensure an excellent user experience for our patrons. Components of a successful Technician Specialist’s disposition are excellent communication skills, knowledge of and willingness to learn computer skills, strong attention to detail, and the ability to prioritize and plan ahead. This individual may supervise other technicians or act in place of the Department Head during extended periods of absence.

Qualifications, Education, Experience and Skills Desired
- High school diploma required, Associates, Bachelor’s Degree, or Library Technical Certificate preferred
- Knowledge of, or willingness to learn library information tools and software (Workflows, Microsoft Suite, Google and internet applications)
- Knowledge of and willingness to learn use of various office equipment (fax, scanner, label maker, copier, etc.)
- Must not be averse to physical labor
- Customer service experience preferred

Responsibilities
- Data entry and cataloging materials accurately and efficiently
- Freely works with team members to complete projects
- Assists Department Head in daily duties of the department
- Assists with scheduling and coordinating projects for the Operations Technical Team
- Trains and guides co-workers in duties and daily tasks
- Assists in onboarding new employees
- Other duties as assigned

Working Conditions/Physical Requirements:
Occasional travel to partnering libraries may be required
Flexibility in scheduling including day, evening, and weekend hours may be required
Lift up to 25 lbs. with assistance
Able to move and steer a fully stocked book cart
Standing for extended periods of time
Move safely and easily from sitting to standing positions
Comfortable climbing, squatting, sitting, and additional physicality involved in job duties

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District
Job Description
Technical and Circulation Services
Technician Assistant

Reports to Department Head
Department: Technical and Circulation Services
Classification: Non-exempt, Regular Part Time, hourly (12.96-17.11)

General Statement of Responsibilities
Under the direction of the Department Head this position processes materials for shelves, repairs materials as needed, assists with collection organizations, and keeps the user catalog up to date. The Technician Assistant provides excellent customer service, assists in circulation duties when necessary, and is cognizant of turnaround time for project completion.

The Technician Assistant works flexibly and collaboratively with all members of the library staff to ensure an excellent user experience for our patrons. Components of a successful Technician Assistant’s disposition are excellent communication skills, knowledge of and willingness to learn computer skills, strong attention to detail, and the ability to prioritize and plan ahead.

Qualifications, Education, Experience and Skills Desired
- High school diploma or equivalent
- Knowledge of, or willingness to learn library information tools and software (Workflows, Microsoft Suite, Google and internet applications)
- Knowledge of and willingness to learn use of various office equipment (fax, scanner, label maker, copier, etc.)
- Must not be averse to physical labor
- Customer service experience preferred

Responsibilities
- Data entry and cataloging materials accurately and efficiently
- Freely works with team members to complete projects
- Assists Department Head in daily duties of the department
- Other duties as assigned

Working Conditions/Physical Requirements:
  - Occasional travel to partnering libraries may be required
  - Flexibility in scheduling including day, evening, and weekend hours may be required
  - Lift up to 25 lbs. with assistance
  - Able to move and steer a fully stocked book cart
  - Standing for extended periods of time
  - Move safely and easily from sitting to standing positions
  - Comfortable climbing, squatting, sitting, and additional physicality involved in job duties

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District
Technical and Circulation Services Page

Reports to Department Head
Department: Technical and Circulation Services
Classification: Non-exempt, part-time, hourly (11.00-15.00)

General Statement of Responsibilities
The Library page is often a primary source of customer contact. Pages are highly visible to library patrons and must exercise customer service best practices. Under the direction of the Department Head this position shelves materials neatly, accurately, and promptly. This position has a firsthand knowledge of library materials’ locations, where and who can provide additional resources regarding a patron’s request, and is familiar with the policies and procedure of the library.

A Page works flexibly and collaboratively with all members of the library staff to ensure an excellent user experience for our patrons. A Page is responsible for the overall appearance of the library stacks. Proper shelf order and maintenance is a continual area of responsibility. Daily shelving and shelf reading are done with diligence and precision. Other duties include assisting the Department Head with weeding, shifting, cleaning, sorting materials, stocking printers and copy machines with paper, emptying recycling bins if needed, stocking and sorting the books sale items, and keeping statistics.

Qualifications, Education, Experience and Skills Desired
- Current high school student or high school diploma or equivalent
- Excellent customer service skills
- Attention to detail
- Must not be averse to physical labor

Responsibilities
- Ensures books, magazines, and all collection materials are properly shelved
- Dusts and tidies patron use areas to ensure a clean and safe environment
- Assists customers finding materials
- May provide assistance for programs, including set-up and clean-up
- Consistently faces and dresses library stacks
- May provide additional coverage when needed in other departments
- Other duties as assigned

Working Conditions/Physical Requirements:
- Day, evening, and weekend hours required
- Lift up to 25 lbs. with assistance
- Able to move and steer a fully stocked book cart
- Standing for extended periods of time
- Move safely and easily from sitting to standing positions
- Comfortable climbing, squatting, sitting, and additional physicality involved in job duties

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District
Job Description
Outreach and Programing Department Head

Reports to the Director
Department: Outreach and Programming
Classification: Exempt, Regular Full Time, (18.00-29.44)

General Statement of Responsibilities
Under the direction of the Director and in close collaboration with other Department Heads, the Outreach and Programming Department Head organizes, facilitates, performs, and plans programming to occur throughout our service area, in-person as well as virtually. They work in partnership with community organizations, local non-profits, and other community pillars to ensure library services are accessed across our district. Frequent travel is a main component of this position. The Department Head must employ creativity, logistical know-how, and excellent communication skills. They should enjoy teaching diverse populations new skills, both recreational and educational. The Department Head works closely with all other Department Heads to create a cohesive system of library services. The majority of the work they do is outside of the library in community settings such as nursing homes, community centers, public parks, grocery stores, and generally any location that may serve as a community gathering area in our district.

Qualifications, Education, Experience and Skills Desired
- Three years of experience in community outreach and organizational partnership development
- A master’s degree in Library Science is preferred, however, experience, in lieu of education will be considered
- Ingenuity, creativity, and enjoyment of participation in and teaching of skill sharing
- Two years of programming in a library setting preferred
- Must be available for evenings and weekends, this is the primary time for programming to occur
- Must have access to reliable transportation

Responsibilities
- Acts as liaison between the library and community organizations
- Plans, coordinates and organizes events for library programming
- Is continually developing new inspiration for library programming and community outreach
- Assists the Director in crafting a departmental budget
- Uses common reporting tools for keeping statistics and outlining programming events
- Knowledge of programming development tools such as community assessments and objective based evaluations
- Other duties as assigned

Working Conditions/Physical Requirements:
Travel is required
Evening and weekend hours are expected
Lift up to 50lbs with assistance
Access to reliable transportation

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District

Job Description

Reference Department Head

Reports to the Director
Department: Reference
Classification: Exempt, Regular Full Time, hourly ($18.00-24.93)

General Statement of Responsibilities
Under the direction of the Director, the Reference Department Head supervises four direct reports and ensures a high level of patron engagement and excellent customer service for patrons using our reference services. These include reader’s advisory, planning and performing instructive and entertaining learner based, and demand driven programming, and providing direct assistance to patrons using computers and electronic devices. The Reference Department Head is experienced performing the “reference interview” to a diverse patron base, and is able to teach this skill to direct reports. They are fluent in policies and procedures and comfortable communicating these to co-workers and patrons alike. The Department Head may work with the Director to craft and create policies and procedures.

Other duties include ensuring adequate staffing of the reference desk, working collaboratively with other Department Heads and the Director to create a positive patron experience and a good working environment. This position develops, promotes, and engages in marketing activity to promote library services, including co-chairing and actively participating on the marketing committee. These duties include managing Listserves, marketing development, establishing a social media presence, assisting in website and information signage design, crafting and distributing promotional materials in conjunction with other Department Heads, the Facility Manager, and the Director, including the newsletter. The Department Head may serve as a liaison to community organizations and participate in active outreach programming.

Qualifications, Education, Experience and Skills Desired
- Actively engages in professional development and promotes development of direct reports
- Displays cultural competency when dealing with people from all ages and backgrounds
- Experience and proficiency with a variety of computer software and applications (Microsoft Suite, Social Media Apps, SirsiDynix, Adobe, Photoshop, Acrobat)
- MLS preferred, comparable education and experience considered
- Two to Three years of experience working in a public library setting
- Two to Three years of experience supervising and managing direct reports

Responsibilities
- Assists in inter-department coverage if needed
- Fluent in use of databases and online resources
- Hiring and developing exceptional talent
- Innovation and development in marketing applications as well as a comprehensive marketing plan
- Management of Constant Contact account, E-Blasts, and digital promotional information
- Recognition, advocacy, and support of library trends and developments
- Timekeeping and supervision of direct reports
- Promotes literacy engagement throughout the library community
- Other duties as assigned

Working Conditions/Physical Requirements:
- Ability to move and steer full book carts
- Occasional nights and weekends
- Standing for extended periods of time
- Comfortable climbing, squatting, sitting, going from sitting to standing easily and frequently, and additional physicality involved in library work

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District
Job Description
Reference Specialist

Reports to Department Head
Department: Reference
Classification: Non-Exempt, Regular, Full Time or Part Time, hourly ($13.91-18.12)

General Statement of Responsibilities
Under the direction of the Reference Department Head, the Reference Specialist actively pursues patron engagement, exemplifying excellent customer service for patrons using reference services. These include reader’s advisory, performing instructive and entertaining learner-based and demand-driven programming, and providing direct assistance to patrons using computers and electronic devices. The Reference Specialist is experienced in performing the “reference interview” to a diverse patron base. They are aware of the library policies and procedures and are comfortable communicating these to co-workers and patrons alike.

Other duties include working collaboratively with co-workers throughout the library to create a positive patron experience and a good working environment. This position will assist with marketing and social media engagement. These duties include assisting in the design of social media “posts”, designing and editing informational flyers and signage, crafting promotional materials with the approval of the Department Head. The Reference Specialist should have a strong sense of marketing design and library trends. This position may assist in library programming and outreach.

Qualifications, Education, Experience and Skills Desired
- Bachelor’s degree preferred, comparable education and experience considered
- Displays cultural competency when dealing with people from all ages and backgrounds
- Experience and proficiency with a variety of computer software and applications for design and marketing purposes (Microsoft Suite, Social Media Apps, SirsiDynix, Adobe, Acrobat, Photoshop, etc.)
- Experience creating, designing, and displaying promotional materials
- Strong and enthusiastic customer service skills

Responsibilities
- Assists in inter-department coverage if needed
- Familiar with online databases, informational resources, and reference best practices
- Helps design and maintain the library “marketing kit”
- Provides direct patron assistance with computer use and digital resources
- Recognition, advocacy, and support of library trends and developments
- Works directly with the Department Head to craft and design newsletters, E-Blasts, etc.
- Other duties as assigned

Working Conditions/Physical Requirements:
- Ability to move and steer full book carts
- Ability to go from sitting to standing quickly and easily
- Regular night and weekend hours will be scheduled
- Access to reliable transportation
- Comfortable climbing, squatting, sitting, and additional physicality involved in library work

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District

Job Description

Reference Assistant

Reports to Department Head
Department: Reference (primary); Youth Services (secondary)
Classification: Non-Exempt, Regular Part Time, hourly ($13.52-18.04)

General Statement of Responsibilities
Under the direction of the Reference Department Head, the Reference Assistant actively pursues patron engagement exemplifying excellent customer service for patrons using our reference services. These include reader’s advisory, and providing direct assistance to patrons using computers and electronic devices. The Reference Assistant is experienced in performing the “reference interview” to a diverse patron base. They are aware of the library policies and procedures and are comfortable communicating these to co-workers and patrons alike.

Other duties include working collaboratively with co-workers throughout the library to create a positive patron experience and a good working environment. This position also assists with desk coverage in the Youth Services Department. The Reference Assistant will also collaborate with co-workers to design and facilitate patron engagement experiences such as, passive programming, book displays, and assistance with programming. May utilize programming equipment such as the 3-D printer, Cricut or Die-Cut equipment with the approval of the Department Head. The Reference Assistant may also be cross-trained in Circulation functions.

Qualifications, Education, Experience and Skills Desired
• Bachelor’s degree or Library Technical Assistant’s certification preferred, comparable education and experience considered
• Displays cultural competency when dealing with people from all ages and backgrounds
• Experience and proficiency with a variety of computer software and applications (Microsoft Suite, Social Media Apps, SirsiDynix, etc.)
• Strong and enthusiastic customer service skills

Responsibilities
• Assists in inter-department coverage if needed including assignment and completion of Youth Services projects
• Familiar with online databases, informational resources, and reference best practices
• May assist in weeding or limited maintenance of online services
• Processes requests for materials using appropriate library applications, including requesting titles not available
• Provides direct patron assistance with computer and digital resources
• Processes patron requests for materials including interlibrary loan items
• Other duties as assigned

Working Conditions/Physical Requirements:
• Acting person-in-charge on evenings and weekends
• Ability to move and steer full book carts
• Ability to go from sitting to standing quickly and easily
• Access to reliable transportation
• Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in library work
• Regular nights and weekends
• Standing for extended periods of time

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District
Job Description
Youth Services Department Head

Reports to the Director
Department: Youth Services
Classification: Exempt, Regular Full Time, Hourly ($22.63-28.09)

General Statement of Responsibilities
Plans and directs all operations of the Youth Services Department in coordination with other library departments and the Director. Develops and ensures excellent programming that is learner based and demand driven. Continually works to develop and train direct reports in the areas of children’s literature, library skill growth, community engagement, and collection development. Responsible for curating youth service’s collections and resources. May seek supplemental funding though grant applications in collaboration with the Director. Subscribes to the Association for Library Service to Children’s core competencies (ALSC). Works with the Director to craft relevant policy regarding library services.

The Youth Services Department Head acts as an ambassador to the youth community on behalf of the library, initiating outreach in schools, day cares, preschools, and other community centers. Actively collaborates with local school officials to ensure accessibility of resources to students as well as educators. Works in conjunction with other library departments to build rapport and ensure continuity of services. Passionate about developing life-long library users.

Qualifications, Education, Experience and Skills Desired
- Advanced degree in Information and Library Science or comparable preferred
- Competent in networking with community partners and literacy based organizations
- Experienced in hiring, development, dismissal and growth of direct reports
- Must be passionate and enthusiastic about children’s literacy and reading engagement
- One year of successful management, preferably in a library setting
- One to two years of experience with budget management
- Two to four years of youth programming experience
- Two to four years of library experience with increasing responsibility

Responsibilities
- Assists other departments in coverage if necessary
- Collaborates with the Director and the Business Manager to build and maintain a working budget
- Continually develops, performs, and promotes children’s programming including:
  - Summer reading programs, Teen Advisory Boards, outreach services to children, Story-times etc.
- Participates in local, regional, state, and national professional library organizations, attending regular meetings with community partners, trainings and conferences, and assuring direct reports do the same
- Prepares reports and grant applications, relaying information to the Director regularly
- Performs Readers Advisory and trains direct reports on readers advisory and assistive tools
- Other duties as assigned

Working Conditions/Physical Requirements:
Regular nights and weekends
Lift up to 50lbs with assistance
Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in youth services programming

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District
Job Description
Youth Services Specialist

Reports to: Youth Services Department Head
Department: Youth Services
Classification: Non-exempt, Regular Full Time, Hourly ($17.86-23.72)

General Statement of Responsibilities
The Youth Service Specialist should bring energy, fresh ideas, and a desire to learn, share, and teach. This appointment will assist the Department Head with collection development, programming, marketing, and community outreach. Other duties include assisting patrons while providing excellent customer service, helping the Department Head with the Summer Reading Program, Teen Events, and assembling programming materials. This job requires understanding of library policy and practices and the ability to relate these in a positive manner to our patrons.

Qualifications, Education, Experience and Skills Desired
- Bachelor’s Degree required (comparable experience may substitute for educational requirements)
- Experience and aptitude for working with children
- One-two years of experience working in a library or learning environment
- Knowledge of children’s literature
- Excellent communication skills, both written and oral
- Must be a self-starter able to take direction and feedback
- Must maintain a high level of organization, including the ability to prioritize and multi-task
- Proficient in utilizing library applications and related software

Responsibilities
- Assists other departments in coverage if necessary
- Collaborates with their co-workers to ensure service continuity
- Continually assists in developing, performing, and promoting children’s programming including:
  - Summer reading programs, Teen Advisory Boards, outreach services to children, Story-times etc.
- Participates in local, regional, state, and national professional library organizations, attending regular meetings with community partners, trainings and conferences, and other professional development opportunities
- Other duties as assigned

Working Conditions/Physical Requirements:
Regularly scheduled nights and weekends
Lift up to 50lbs with assistance, push and steer loaded book carts
Able to stand for extended periods of time
Can move easily from a sitting to a standing position
Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in youth services programming

Reviewed by the Board of Trustees September 2021
Alpha Park Public Library District
Job Description
Youth Service Assistant

Reports to: Youth Services Department Head
Department: Youth Services
Classification: Non-exempt, Regular, Part time, hourly ($12.70-19.11)

General Statement of Responsibilities
The Youth Service Assistant should bring energy, fresh ideas, and a desire to learn, share, and teach. This appointment will assist the Department Head and Youth Service Specialist with programming, marketing, and community outreach. Other duties include assisting patrons while providing excellent customer service, helping the Department Head with the Summer Reading Program, Teen Events, and assembling programming materials. This job requires understanding of library policy and practices and the ability to relate these in a positive manner to our patrons.

Other duties as assigned

Qualifications, Education, Experience and Skills Desired
- Experience and aptitude for working with children
- Knowledge of children’s literature
- Strong communication skills, both written and oral
- Must be able to take direction and feedback
- Must maintain a high level of organization, including the ability to prioritize and multi-task
- Proficient in utilizing library applications and related software

Responsibilities
- Assists other departments in coverage if necessary
- Building and making reader engagement displays and bulletin boards
- Collaborates with the co-workers to ensure service continuity
- Continually assists in performing, and promoting children’s programming including:
  - Summer reading programs, Teen Advisory Boards, outreach services to children, Story-times etc.
- Participates in local, regional, state, and national professional library organizations, attending regular meetings with community partners, trainings and conferences, and other professional development opportunities
- Other duties as assigned

Working Conditions/Physical Requirements:
- Regularly scheduled nights and weekends
- Lift up to 50lbs with assistance, push and steer loaded book carts
- Able to stand for extended periods of time
- Can move easily from a sitting to a standing position
- Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in youth services programming

Reviewed by the Board of Trustees September 2021