

**OCCUPATIONAL DICTIONARY**

**CREATED BY  
THE BOARD OF TRUSTEES OF  
THE COAL CITY PUBLIC LIBRARY DISTRICT**

**REVISED**

**MAY 13, 2025**

**JOB TITLE:**

Page

LEVEL I

Non-Exempt

Part-Time

**DEPARTMENT**

Circulation

**POSITION SUMMARY**

This position is responsible for sorting, shifting, filing, inspecting, and shelving materials as well as providing answers to directional questions in a pleasant demeanor.

**QUALIFICATIONS:**

1. High School student at least 14 years of age.
2. Basic knowledge of the Dewey Decimal System.
3. Ability to learn routine Library procedures readily.
4. Ability to understand and follow oral or written instructions.
5. Ability to establish and maintain effective relationships with co-workers and Library patrons.

**RESPONSIBILITIES AND DUTIES:**

The page is responsible to the head of circulation for the following activities:

1. Shelves all Library materials in their designated locations.
2. Reads shelves for correct alignment of materials, edges and dusts shelves.
3. Assists patrons with PrairieCat and in locating materials.
4. Assists patrons with making photocopies.
5. Maintains neat reading areas.
6. Maintains periodical section.
7. Organizes the sleeves for the video and CD collection.
8. Assists with circulation when necessary.
9. Maintains the appearance of the main floor of the Library.
10. Attends staff meetings.
11. Cooperates as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

**JOB TITLE:**

Circulation Clerk

LEVEL II

Non-Exempt

Part-time

**DEPARTMENT**

Circulation

**POSITION SUMMARY**

This position provides service to Library patrons at the Checkout Desk. Including shelving Library materials and assuming responsibility for the correct and orderly arrangement of materials. Also performing various complex clerical tasks related to the circulation and processing of Library materials

**QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Basic knowledge of office procedures.
3. Ability to exercise initiative, tact, leadership and judgment.
4. Keyboarding and filing skills.
5. Basic arithmetic.
6. Basic computer skills.
7. Good communication skills with both children and adults.

**RESPONSIBILITIES AND DUTIES:**

The circulation clerk is responsible to the head of circulation for the following activities:

1. Greets visitors as they walk in.
2. Performs circulation desk duties including checking Library materials in and out.
3. Registers patrons for Library cards and programs.
4. Maintains patron registration information.
5. Accounts for all money received at the circulation desk for fines, nonresident Library cards, book donations, photocopies, etc. Keeps accurate records of all money received.
6. Places holds.
7. Answers phones.
8. Contacts patrons for available reserve materials.
9. Handles routine complaints and answers a variety of questions at the circulation desk.
10. Sends material to other libraries as requested through interlibrary loan.

11. Assists in the shelving of all books and Library resources, and maintains an orderly adult fiction collection.
12. Assists with maintaining the juvenile section.
13. Answers patron's directional and procedural inquiries.
14. Assists patrons in the use of the photocopy machine, computers, scanner readers and printing from phones.
15. Assists patrons with PrairieCat and in locating materials.
16. Maintains lower level photocopier and printers.
17. Assists in opening and closing the Library.
18. Participates in taking inventory of all resources in the collection.
19. Performs general cleaning duties. This includes cleaning shelves, windows, restrooms, etc.
20. Attends job related workshops as recommended.
21. Performs voter registration, license plate renewals, Notary Public, disc cleaning services and hunting and fishing licenses as requested.
22. Performs reader's advisory.
23. Sends and receives faxes for patrons.
24. Attends staff meetings.
25. Refers unresolved issues to the Head of Circulation.
26. Cooperates as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

**JOB TITLE:**

Youth Services Clerk

LEVEL II

Non-Exempt

Part-time

**DEPARTMENT**

Youth Services

**POSITION SUMMARY**

This position contributes to the implementation of library programs, and services to youth. Primarily serves ages birth through age 18 and their caregivers.

**QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Likes to work with babies and children through teens.
3. Ability to work with computers.
4. Basic knowledge of the Dewey Decimal System.
5. Ability to learn routine Library procedures quickly.
6. Ability to understand and follow oral or written instructions.
7. Ability to establish and maintain effective relationships with co-workers and Library patrons.

**RESPONSIBILITIES AND DUTIES:**

The Youth Services Clerk is responsible to the Head of Youth Services for the following activities:

1. Assisting with clerical work (i.e. flyers, posters).
2. Assisting with programming.
3. Assisting with book and wall displays.
4. Attending job related workshops as recommended.
5. Assisting with monitoring the behavior and conduct of Library patrons.
6. Assisting with reading, edging, dusting and shelving of Youth Services materials.
7. Assisting with maintaining the appearance of the Youth Services department.
8. Attending staff meetings.
9. Assisting with preparing book orders.
10. Assisting with book inventory.
11. Assisting with the Summer and Winter Reading Programs.

12. Assisting with preparing activities for Youth Services programs throughout the year.
13. Assisting with the inventory process.
14. Assisting with yearly scrapbooks.
15. Cooperating as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

**JOB TITLE:**

Local History Archives Clerk

LEVEL II

Non-Exempt

Part-time

**DEPARTMENT**

Reference

**POSITION SUMMARY**

This position assists the Reference Librarians with the local history collection.

**QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Basic knowledge of the professional practices, procedures and techniques of Library Science.
3. Basic knowledge of and ability to use reference tools.
4. Considerable skills in planning.
5. Ability to work independently with little supervision.
6. Ability to exercise initiative, tact, leadership and judgment.

**RESPONSIBILITIES AND DUTIES:**

The Local History Archives Clerk is responsible to the Head of Reference Services for the following activities:

1. Evaluates donations and determines appropriateness for collection.
2. Archives Local History memorabilia and current events.
3. Sorts, categorizes and preserves items in the Library's collection.
4. Creates and updates interesting local history displays.
5. Records donations in "Save Our Local History" database.
6. Cooperate as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations

**JOB TITLE:**

Local History Clerk

LEVEL II

Non-Exempt

Part-time

**DEPARTMENT**

Reference

**POSITION SUMMARY**

This position assists the Reference Librarians with classifying and indexing local history materials.

**QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Recommended degree or course in History, but not required.
3. Knowledge of computers, networks, and web design.
4. Basic knowledge of the professional practices, procedures and techniques of Library Science.
5. Basic knowledge of and ability to use reference tools.
6. Considerable skills in planning.
7. Ability to work independently with little supervision.
8. Ability to exercise initiative, tact, leadership and judgment.

**RESPONSIBILITIES AND DUTIES:**

The Local History Clerk is responsible to the Head of Reference Services for the following activities:

1. Scan and/or photograph artifacts using the Library's equipment.
2. Properly save and maintain images and files according to Library specifications.
3. Prepare Metadata according to Library specifications.
4. Acquire and maintains records related to digital publication rights.
5. Assist with webpage development as needed.
6. Assist in resolving library equipment malfunctions.
7. Data entry of indexed information into a searchable database, as needed.
8. Write grants for the library as needed.



9. Maintain and updates local history records.
10. Cooperate as a team member with the library staff in performing duties assigned or essential to the achievement of efficient library operations.

**JOB TITLE:**

Reference Clerk

LEVEL II

Non-Exempt

Part-Time

**DEPARTMENT**

Reference

**POSITION SUMMARY**

This position performs a variety of tasks including re-shelving non-fiction materials and assisting at the Reference Desk.

**QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Basic knowledge of office procedures.
3. Basic knowledge of the Dewey Decimal System.
4. Ability to work with computers.
5. Ability to exercise initiative, tact, leadership and judgment.
6. Ability to establish and maintain effective relationships with co-workers and library patrons.

**RESPONSIBILITIES AND DUTIES:**

The reference clerk is responsible to the head reference librarian for the following activities:

1. Answering directional questions.
2. Assisting with patron reference questions.
3. Assisting patrons in locating materials and placing holds.
4. Assisting patrons in the use of the copier, microfilm reader/printer, computers and collecting related fees.
5. Shelving of adult non-fiction materials.
6. Reading shelves for accuracy and edging collection during every shift.
7. Assisting with book and informational displays.
8. Participating in the inventory of nonfiction and reference collections.
9. Participating in the weeding of nonfiction and reference collections.
10. Assisting in monitoring the behavior and conduct of Library patrons.
11. Assisting with opening and closing of the Library.

12. Updating obituary index weekly and notifying webmaster of updates.
13. Assisting in updating the status of items received and returned in OCLC.
14. Planning, creating, preparing, managing and maintaining nonfiction and reference displays
15. Maintaining tax forms displays during tax season.
16. Assisting with research for local history and genealogy requests.
17. Recommending items for replacement due to condition.
18. Attending staff meetings.
19. Attending recommended job related workshops.
20. Providing a neat and organized adult reference and non-fiction area.
21. Maintaining supplies in the Reference Department.
22. Performing routine dusting of the department.
23. Maintaining newspapers in the reference area. Recycling as appropriate.
24. Cooperating as a team member with the library staff in performing duties assigned or essential to the achievement of efficient library operations.

**JOB TITLE:**

Technical Services

LEVEL IV

Non-Exempt

Part-time

**DEPARTMENT**

Technical Services

**POSITION SUMMARY**

This position performs professional cataloging duties, orders all Library supplies and physically processes all Library materials.

**QUALIFICATIONS:**

1. High School graduate or equivalent.
2. Knowledge of the professional practices, procedures and techniques of library science.
3. Knowledge of book classification and arrangements.
4. Knowledge of and skills in cataloging.
5. Knowledge of and ability to use reference tools.
6. Knowledge of OCLC and MARC.
7. Ability to establish and maintain effective relationships with co-workers.

**RESPONSIBILITIES AND DUTIES:**

The technical services librarian is responsible to the assistant director for the following activities:

1. Classifies all library materials and enters MARC records into the database.
2. Maintains accurate MARC records.
3. Interprets Library rules and policies.
4. Attends job related workshops as recommended.
5. Resolves problems related to the circulation of Library materials.
9. Unpacks library materials, verifying purchases.
10. Follows proper procedure for deleting material.
11. Responsible as a charge person.
13. Attends staff meetings.
14. Processes Library materials.
15. Responsible for book sale items.

16. Answers phone calls and channels calls to proper persons.
17. Evaluates eBook holds and orders accordingly.
18. Attends technical service and MARC meetings for the library system.
19. Maintains up-to-date listings of music CD's and entertainment videos.
20. Reviews and selects adult fiction materials.
21. Selects AV fiction Materials.
22. Orders and renews periodical subscriptions and maintains an accurate periodical subscription database.
23. Maintains accurate records for tracking the periodicals budget.
24. Barcodes, deletes, and processes periodicals.
25. Weeds and inventories the periodical, adult fiction, CD, and DVD collections.
26. Barcodes items in the database.
27. Assists with weeding and discarding materials.
28. Orders Library supplies.
29. Maintains the "Best Sellers Club" Database and holds.
30. Evaluates fiction donations for inclusion in the collection.
31. Receives and returns ILL module items.
32. Performs book repairs.
33. Compiles and prints weekly New York Times fiction bestsellers list.
34. Compiles out of state ILL stats for the Library Director.
35. Provides the Library Director with the monthly Adult Fiction budget statistics.
36. Cooperates as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

**JOB TITLE:**

Adult Services Librarian

LEVEL IV

Non-Exempt

Part-time

**DEPARTMENT**

Adult Services

**POSITION SUMMARY**

This position plans, develops, implements, and evaluates library programs, services, and outreach to adults.

**QUALIFICATIONS:**

1. Bachelor's Degree or equivalent in experience and education.
2. Likes to work with adults.
3. Creative, dynamic, enthusiastic, and well organized.
4. Establish and maintain effective relationships with co-workers and Library patrons.
5. Good communication skills.
6. Ability to plan and conduct programs for adults.
7. Ability to exercise initiative, tact, leadership and judgment.
8. Ability to work with computers.

**RESPONSIBILITIES AND DUTIES:**

The adult services librarian is responsible to the head of adult services for the following activities:

1. Assists with Reader's Advisory.
2. Assist patrons with the use of new technology.
3. Assists with adult book clubs.
4. Assists with organization of summer and winter adult reading programs.
5. Coordinates the lighted display case on a regular basis.
6. Assists with planning, coordinating and presenting programs to community groups regarding local history or special interest topics.
7. Assists with planning, organizing and conducting adult programs.
8. Assists with outreach services as needed.
9. Assists with homebound delivery service.
10. Assists with senior services.

11. Assists with planning, organizing and conducting adult bus trips.
12. Assists with “Free Little Libraries”.
13. Promotes the Library in a positive manner within the community.
14. Attends staff meetings.
15. Assists with the process of commemorative books and donations.
16. Answers reference questions and provides other research assistance in the Library, by phone, email, internet and fax.
17. Answers phones.
18. Instructs patrons in the use of the Library, electronic databases and PrairieCat.
19. Places holds on materials.
20. Assists patrons in the use of the copier, microfilm reader/printer, Wi-Fi, computers and collecting related fees.
21. Monitors the behavior and conduct of Library patrons.
22. Processes and follows up on OCLC requests and special messages.
23. Prepares books and information displays.
24. Assists with shelving of non-fiction and reference materials.
25. Reads shelves for correctness, edges and shifts the collection as necessary.
26. Conducts local history research.
27. Provides assistance with the collection.
28. Assists with classifying all new adult non-fiction and reference materials.
29. Participates in inventory and weeding of adult reference and non-fiction materials.
30. Recommends the purchase of adult reference and non-fiction materials.
31. Provides a neat organized adult reference and non-fiction area.
32. Proctors exams.
33. Investigates monthly OCLC “Reasons for No” Reports.
34. Scrutinizes monthly OCLC borrowing reports.
35. Attend job related workshops.
36. Assists in the opening and closing of the Library.
37. Updates ILL module in Sierra on a daily basis.
38. Investigates item reports and submits the information to the Head of Adult Services.
39. Maintains DVD and CD databases and ENT updated list.

40. Responsible as a Charge Person.

41. Cooperates as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

### **WORKING CONDITIONS**

1. Must be proficient in the use of computer and new technology.
2. Must possess independent transportation to and from required events.
3. Must work in an indoor environment.
  - Extended periods of standing, walking, climbing stairs or sitting
  - Occasional periods of pulling/pushing items or lifting/carrying items
  - Vision requirements include close vision and ability to focus



**JOB TITLE:**

Communications Coordinator

LEVEL IV

Non-Exempt

Part-time

**DEPARTMENT**

Technical Services

**POSITION SUMMARY**

This position is responsible for coordinating and managing the Library's community presence. The Communications Coordinator also creates and implements strategic marketing and communication efforts across all available channels, develops connections with individuals and local organizations, provides external and internal public relations and marketing of Library services and programs.

**QUALIFICATIONS:**

1. Associate's degree or equivalent in experience and education.
2. Establish and maintain effective relationships with co-workers and Library patrons.
3. Ability to exercise initiative, tact, leadership and judgment.
4. Keyboarding and record keeping skills.
5. Good computer skills.
6. Good communication skills.
7. Ability to understand and follow oral or written instructions.
8. Good organizational skills.

**RESPONSIBILITIES AND DUTIES:**

The communications coordinator is responsible to the assistant director for the following activities:

1. Writes newspaper releases.
2. Provides local newspapers with photos and articles to promote Library services.
3. Prepares promotional displays and brochures.
4. Maintains good public relations.
5. Prepares and mails newsletters to all Library residents.
6. Prepares monthly new book lists.
7. Prepares and administers the online calendar of events.
8. Prepares daily and monthly calendar of events for Circulation Office.

9. Creates a calendar of events for all departments.
10. Responsible for coordinating the meeting rooms.
11. Creates the Staff FYI Newsletter.
12. Sends welcome packets to new residents.
13. Attends Interdepartmental and staff meetings.
14. Participates in community events and meetings representing the library with a positive, friendly and accessible nature.
15. Prepares publicity and promotional materials in various formats, including digital and print.
16. Oversees development of an organizational print identity and branding.
17. Records minutes at regular Library board meetings.
18. Prepares board meeting minutes to be reviewed by the board secretary.
19. Files minutes after Board approval.
20. Submits board briefs to local newspaper monthly.
21. Responsible as a Charge Person.
22. Creates the online newsletter.
23. Attends workshops and webinars to keep abreast of marketing information.
24. Cooperates as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

**JOB TITLE:**

Reference Librarian

LEVEL IV

Non-Exempt

Part-time

**DEPARTMENT**

Reference

**POSITION SUMMARY**

This position is responsible for providing reference advisory services for patrons in person, by phone, by fax, email and other social media. Provides bibliographic and electronic database instruction to patrons on individual basis or to groups.

**QUALIFICATIONS:**

1. Bachelor's degree or equivalent in experience and education.
2. Basic knowledge of Dewey Decimal System.
3. Experience with college research.
4. Ability to work with computers.
5. Ability to supervise
6. Ability to establish and maintain effective relationships with co-workers and Library patrons.
7. Ability to exercise initiative, tact, leadership and judgment.
8. Good communication skills.

**RESPONSIBILITIES AND DUTIES:**

The reference librarian is responsible to the head reference librarian for the following activities:

1. Answering reference questions and providing other research assistance in the Library, by phone, e-mail, internet and fax.
2. Answering phones.
3. Instructing patrons in the use of the Library, electronic databases and PrairieCat.
4. Placing holds on materials.
5. Assisting patrons in the use of the copier, microfilm reader/printer, Wifi, computers and collecting related fees.
6. Monitoring the behavior and conduct of Library patrons.

7. Assuming the duties and responsibilities of the department in the absence of the head of reference.
8. Processing and following up on OCLC requests and special messages.
9. Preparing book and informational displays.
10. Assisting with shelving of nonfiction and reference materials.
11. Reading shelves for correctness and edging the collection during every shift.
12. Conducting local history research.
13. Providing assistance with the collection.
14. Assisting with database instruction to students in Coal City Unit #1 schools.
15. Assisting with preparation of book bags as requested by Coal City High School teachers.
16. Assisting with classifying all new adult non-fiction and reference materials.
17. Recommending the purchase of adult reference and non-fiction materials.
18. Participating in inventory and weeding of the adult reference and non-fiction.
19. Providing a neat and organized adult reference and non-fiction area.
20. Proctoring exams.
21. Weekly investigating the Publishers Weekly Bestseller's List and Amazonbooks.
22. Investigating monthly OCLC "Reasons for No" Reports.
23. Scrutinizing monthly OCLC borrowing reports.
24. Notifying webmaster of online index updates.
25. Attending staff meetings.
26. Attending recommended job related workshops.
27. Assisting in the opening and closing of the library.
28. Updating ILL module in Sierra on a daily basis.
29. Organizing shifts of the collection as needed.
30. Investigating item reports and submitting information to the Head of Reference.
31. Maintaining DVD and CD databases and ENT updates list.
32. Responsible as a Charge Person.
33. Cooperating as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

## **WORKING CONDITIONS**

1. Must be proficient in the use of computer and new technology.
2. Must possess independent transportation to and from required events.
3. Must work in an indoor environment.
  - Extended periods of standing, walking, climbing stairs or sitting
  - Occasional periods of pulling/pushing items or lifting/carrying items
  - Vision requirements include close vision and ability to focus

**JOB TITLE:**

Youth Services Librarian

LEVEL IV

Non-Exempt

Part-time/Full-time

**DEPARTMENT**

Youth Services

**POSITION SUMMARY**

This position is responsible for providing reference and readers' advisory services, management discussions, and planning and presenting programs for ages birth through age 18 and their caregivers.

**QUALIFICATIONS:**

1. Bachelor's degree or equivalent in experience and education.
2. Likes to work with babies and children through teens.
3. Creative, dynamic, enthusiastic, and well organized.
4. Good communication skills.
5. Ability to plan and conduct programs for children from birth through 12<sup>th</sup> grade.
6. Ability to exercise initiative, tact, leadership and judgment.
7. Establish and maintain effective relationships with co-workers and Library patrons.
8. Ability to work with computers.
9. Ability to supervise.
10. Experience in the field of teaching or librarianship is desirable.

**RESPONSIBILITIES AND DUTIES:**

The Youth Services Librarian is responsible to the Head of Youth Services for the following activities:

1. Assisting with preparing, planning, organizing, and conducting programs for children from birth through 12<sup>th</sup> grade.
2. Answering reference questions and provides other research assistance to patrons in the Youth Services Department.
3. Attending job related workshops as recommended.
4. Instructing patrons in the use of PrairieCat and locating Library materials.
5. Assisting in monitoring the behavior and conduct of Library patrons.

6. Assisting in reading, edging, and shelving of Youth Services materials.
7. Assisting in maintaining the appearance of the Youth Services Department including wall displays, bulletin boards etc.
8. Assisting with providing book bag service to all local schools and other organizations.
9. Assisting with on-going public relation programs, visiting local preschools, daycares and schools through 12<sup>th</sup> grade in the community.
10. Assisting with reader's advisory service for the Youth Services Department.
11. Assisting with planning and organizing the summer and winter reading programs.
12. Assisting with conducting Library orientation programs and tours.
13. Assisting with maintaining records, statistics and information for monthly and annual reports.
14. Assuming the duties and responsibilities for the department in the absence of the Head of the Youth Services.
15. Assisting with yearly Library scrapbooks.
16. Attending staff meetings.
17. Participating in local parades and festivals.
18. Assisting with book discussion groups at local schools.
19. Assisting with promoting National Library Card Month, Children's Book Week, Banned Book Week, TeenTober, and National Library Week,
20. Responsible as a Charge Person.
21. Cooperating as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

### **WORKING CONDITIONS**

1. Must be proficient in the use of computer and new technology.
2. Must possess independent transportation to and from required events.
3. Must work in an indoor and/or outdoor environment.
  - Extended periods of standing, walking, climbing stairs or sitting
  - Occasional periods of pulling/pushing items or lifting/carrying items
  - Vision requirements include close vision and ability to focus

**JOB TITLE:**

Head of Adult Services

LEVEL V

Non-Exempt

Full-time

**DEPARTMENT**

Adult Services

**POSITION SUMMARY**

This position manages all aspects of the Adult Services Department, including programs, services, and staff. Plans, implements, and evaluates all library services to adults and provides outreach services throughout the community.

**QUALIFICATIONS:**

1. Bachelor's Degree or equivalent in experience or education.
2. Ability to supervise.
3. Two years of experience in automated circulation.
4. Good communication skills.
5. Ability to exercise initiative, tact, leadership and judgment.
6. Establish and maintain effective relationships with co-workers and library patrons.
7. Experience with college research.
8. Ability to work with computers.

**RESPONSIBILITIES AND DUTIES:**

The head of adult services is responsible to the Library Director for the following activities:

1. Coordinating adult book discussion groups.
2. Organizing summer and winter adult reading programs.
3. Coordinating the lighted display case for adult non-fiction materials.
4. Planning, coordinating and presenting programs to community groups regarding local history or special interest topics.
5. Assisting patrons with the selection and use of materials.
6. Coordinating the assistance of patrons with the use of new technologies.
7. Outreach services to all patrons as needed.
8. Homebound delivery service.
9. Senior services.



10. Planning, organizing and conducting adult and family bus trips.
11. Participating in community events and meetings representing the Library with promoting a positive friendly and accessible nature.
12. Representing the Library at community and outside organizational functions.
13. Evaluating staff members.
14. Attending staff meetings.
15. The process of organizing commemorative books and donations.
16. Responsible for the process of organizing commemorative books and donations.
17. Responsible as a Charge Person.
18. Collecting donations and disbursing them to the proper entities.
19. Managing daily operations of the Adult Services Department.
20. Scheduling hours, supervising and evaluating of the Adult Services staff.
21. Reviewing selection aids and selecting material for adult non-fiction materials.
22. Overseeing classification of adult reference and non-fiction materials.
23. Selecting and purchasing subscription database products.
24. Overseeing and coordinating the inventory, weeding and updating of the non-fiction and reference collection.
25. Answering reference questions in the Library, by phone, e-mail, Internet and fax.
26. Maintaining records and providing statistics for monthly and annual reports.
27. Planning and organizing and presenting local history programs to groups.
28. Maintaining the appearance of the reference and non-fiction areas.
29. Attending job relating workshops, department head meetings and staff meetings as recommended.
30. Writing grants for the department.
31. Collaborating with the Carbon Hill Historical Society and the Coal City Unit #1 Schools.
32. Assisting with local history and genealogical research questions.
33. Responsible as a Passport Agent.
34. Responsible as a Notary Public.
35. Responsible as a Voter Registrar.
36. Accounting for budgeted funds related to salaries, materials, and online subscriptions.

37. Interviewing and recommending hiring of new department staff.
38. Conducting department meetings.
39. Implementing all Library policies and procedures.
40. Working with local municipalities providing Library services for festivals.
41. Maintain and fulfill the Library Subscription Services.
42. Maintain and order items for the Library of Things.
43. Maintain special programs, i.e. Seed Library, Spice of the Month, etc. as needed.
44. Cooperating as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

### **WORKING CONDITIONS**

1. Must be proficient in the use of computer and new technology.
2. Must possess independent transportation to and from required events.
3. Must work in an indoor environment.
  - Extended periods of standing, walking, climbing stairs or sitting
  - Occasional periods of pulling/pushing items or lifting/carrying items
  - Vision requirements include close vision and ability to focus

**JOB TITLE:**

Head of Circulation

LEVEL V

Non-Exempt

Full-time

**DEPARTMENT**

Circulation

**POSITION SUMMARY**

This position is responsible for facilitating library service to patrons and the community by providing a high level of customer service through the use of the library's Integrated Library System platform, assists in training Circulation staff, oversees Circulation tasks, and handles staff and patron issues.

**QUALIFICATIONS:**

1. Master's Degree or equivalent in experience or education.
2. Ability to supervise.
3. Two years of experience in automated circulation.
4. Good communication skills.
5. Ability to exercise initiative, tact, leadership and judgment.
6. Establish and maintain effective relationships with co-workers and Library patrons.

**RESPONSIBILITIES AND DUTIES:**

The head of circulation is responsible to the library director for the following activities:

1. Assists the Library Director in all areas of Library management, including those functions which involve organizing materials, carrying out library plans and objectives, training and supervising Library personnel.
2. Assumes the authority, responsibility and accountability for all areas of the library when the Director and the Assistant Director are absent.
3. Manages the day-to-day operation of the circulation staff.
4. Schedules work and maintains adequate circulation staffing.
5. Maintains accurate work records for all staff.
6. Facilitates staff development.
7. Conducts circulation staff conference and meetings.
8. Evaluates circulation staff members.

9. Assists in developing policies and procedures.
10. Implements all Library policies and procedures.
11. Assists in resolving Library equipment malfunctions.
12. Attends meetings, seminars, and workshops as recommended.
13. Attends interdepartmental and staff meetings.
14. Participates in the Library orientation program for all new circulation staff members.
15. Interviews, hires, and trains all circulation personnel
16. Provides hunting and fishing licenses.
17. Performs license plate renewals.
18. Performs voter registration and Notary public duties.
19. Writes grants for the department as needed.
20. Answers the phone and channels calls to the proper parties.
21. Responsible for answering web based emails, renewals and holds.
22. Advises the library director of areas of concern and assists in solving problems that affect the department and library.
23. Keeps accurate records of overdue material. This includes necessary action to bring about the return of overdues (phone calls and notices to be mailed).
24. Responsible as a Charge Person.
25. Cooperates as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

### **WORKING CONDITIONS**

1. Must be proficient in the use of computer and new technology.
2. Must possess independent transportation to and from required events.
3. Must work in an indoor environment.
  - Extended periods of standing, walking, climbing stairs or sitting
  - Occasional periods of pulling/pushing items or lifting/carrying items
  - Vision requirements include close vision and ability to focus

**JOB TITLE:**

Head of Reference Services

LEVEL V

Non-Exempt

Full-time

**DEPARTMENT**

Reference

**POSITION SUMMARY**

This position is responsible for the organization and administration of the Reference Department, including collection management, reference services, readers' advisory, programming, local history and operating procedures.

**QUALIFICATIONS:**

1. Master's degree in the field of Library Science or job related experience.
2. Two years' experience with automated circulation.
3. Experience with college research.
4. Ability to work with computers.
5. Good communication skills.
6. Ability to establish and maintain effective relationships with co-workers and Library patrons.
7. Ability to exercise initiative, tact, leadership and judgment.
8. Ability to supervise.

**RESPONSIBILITIES AND DUTIES:**

The reference librarian is responsible to the Library Director for the following activities:

1. Managing daily operations of the reference department.
2. Scheduling hours, supervising and evaluating of the reference department staff.
3. Overseeing the selection and purchase of adult reference and non-fiction materials.
4. Selecting and purchasing subscription database products.
5. Overseeing classification of adult reference non-fiction materials.
6. Overseeing and coordinating the inventory, weeding and updating of the nonfiction and reference collection.
7. Answering reference questions in the Library, by phone, e-mail, Internet and fax.

8. Maintaining records and providing statistics for monthly and annual reports.
9. Planning, organizing and presenting local history programs to groups.
10. Maintaining the appearance of the reference and non-fiction area.
11. Attending job related workshops, department head meetings and staff meetings as recommended.
12. Writing grants for the department.
13. Evaluating non-fiction gift books for inclusion in the collection.
14. Collaborating with the Carbon Hill Historical Society and the Coal City Unit #1 Schools.
15. Accounting for budgeted funds related to salaries, materials and online subscriptions.
16. Interviewing and recommending hiring of new department personnel.
17. Participating in the library orientation of all new reference department staff.
18. Conducting department meetings.
19. Assisting in developing library policies and procedures.
20. Implementing all library policies and procedures.
21. Assisting in resolving library equipment malfunctions.
22. Participating in the preparation of library district newsletters.
23. Assisting with local history and genealogical research questions.
24. Responsible as a Charge Person.
25. Cooperating as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

### **WORKING CONDITIONS**

1. Must be proficient in the use of computer and new technology.
2. Must possess independent transportation to and from required events.
3. Must work in an indoor environment.
  - Extended periods of standing, walking, climbing stairs or sitting
  - Occasional periods of pulling/pushing items or lifting/carrying items
  - Vision requirements include close vision and ability to focus

**JOB TITLE:**

Head of Youth Services

LEVEL V

Non-Exempt

Full-time

**DEPARTMENT**

Youth Services

**POSITION SUMMARY**

This position is responsible for providing information on a wide range of topics using print and non-print materials; provides reader's advisory service; and selecting, maintaining and weeding materials in the Youth Services collection. In addition, this position is responsible for coordinating outreach programs, and maintaining and establishing relationships with local grade schools, day care centers and public and private community organizations and supervising Youth Services staff.

**QUALIFICATIONS:**

1. Master's Degree or equivalent in experience and education.
2. Likes to work with babies and children through young teens.
3. Creative, dynamic, enthusiastic and well organized.
4. Good communications skills.
5. Ability to plan and conduct programs for babies and children through teens
6. Experience in the field of teaching or librarianship is desirable.
7. Ability to exercise initiative, tact, leadership, and judgment.
8. Establish and maintain effective relationships with co-workers and Library patrons.
9. Ability to work with computers.
10. Ability to supervise.

**RESPONSIBILITIES:**

The Head of Youth Services is responsible to the Library Director for the following activities:

1. Preparing, planning, organizing, and conducting programs for children from birth through 12<sup>th</sup> grade.
2. Maintaining on-going public relation programs, visiting preschools, daycares and schools through 12<sup>th</sup> grade in the community.

3. Conducting Library orientation programs and tours.
4. Providing book bag service to local preschools, schools through 12<sup>th</sup> grade and other organizations.
5. Planning and organizing the summer and winter reading programs for children from birth through 12<sup>th</sup> grade.
6. Planning and conducting book discussion groups at all local schools.
7. Working with local municipalities providing Library services for festivals.
8. Reviewing selection aids and selecting materials for babies through teens.
9. Classifying all new youth services materials.
10. Answering reference questions and providing other research assistance to patrons in the Youth Services Department.
11. Coordinating Youth Services displays.
12. Monitoring the behavior and conduct of library patrons.
13. Maintaining records and providing statistics and information for monthly and annual reports.
14. Reading, shelving, and edging of Youth Services materials.
15. Maintaining the appearance of the Youth Services Department.
16. Withdrawing obsolete and unnecessary material from the Youth Services Department.
17. Attending job related workshops.
18. Promoting National Library Card Month, Children's Book Week, Banned Book Week, TeenTober, and National Library Week
19. Attending interdepartmental and staff meetings.
20. Writing grants for the department as needed.
21. Evaluating gift books for inclusion to the collection.
22. Inventorying the Youth Services Department.
23. Evaluating Youth Services staff.
24. Responsible for all aspects of the Youth Services Department.
25. Reader's Advisory service for the Youth Services Department.
26. Instructing patrons in the use of PrairieCat and locating library materials.
27. Responsible as a Charge Person.



28. Cooperating as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

### **WORKING CONDITIONS**

1. Must be proficient in the use of computer and new technology.
2. Must possess independent transportation to and from required events.
3. Must work in an indoor environment.
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  - Vision requirements include close vision and ability to focus

**JOB TITLE:**

Assistant Director

LEVEL VI

Exempt

Full-time

**POSITION SUMMARY**

The Assistant Director assists the Library Director with management of the Library, public information, facilities, special projects, administrative duties, and other responsibilities as assigned.

**QUALIFICATIONS:**

1. Bachelor's Degree preferred or equivalent in experience or education.
2. Knowledge of computers and automated circulation.
4. Knowledge of the professional practices, procedures and techniques of library science.
5. Knowledge of library materials in several broad subject areas.
6. Ability to exercise leadership and motivate others.
7. Strong organizational talents.
8. Proficiency in Microsoft Office and other computer software programs.
9. Ability to work and communicate effectively with the public on all age levels, abilities and backgrounds using written and verbal communication.
10. Three years' supervisory experience.
11. Ability to exercise initiative, tact, leadership and judgment.

**RESPONSIBILITIES AND DUTIES:**

The assistant library director is responsible to the Library Director for the following activities:

1. Assists the Library Director in all areas of library management, including those functions which involve organizing materials, carrying out Library plans and objectives, training and supervising Library personnel.
2. Assumes the authority, responsibility and accountability for all areas of the Library when the Director is absent.
3. Assists the Director with staff development and solving work problems.
4. Assists the Director in developing policies and procedures.
5. Understands and implements library policies and procedures, while safeguarding confidential and restricted information.

6. Serves as an intermediary for patrons concerns, interpreting Library policy and resolving conflicts that arise in the absence of the Library Director.
7. Assists in preparation of reports required of the library district by the state librarian and other governing bodies.
8. Assists with record retention.
9. Directs public relations and marketing activities of the library.
10. Works with local, regional, state, and national political, civil, and business leaders to enhance the image of the district and promote library service.
11. Assists in preparing and disseminating information for Board and committee meetings.
12. Assists with providing monthly and annual reports and other information as necessary to the Board.
13. Prepares and maintains all records and reports as required by the Library Director.
14. Writes newspaper releases.
15. Prepares promotional displays and brochures.
16. Maintains good public relations.
17. Prepares and mails newsletters to all library residents.
18. Prepares monthly new book lists.
19. Prepares and administers the online calendar of events.
20. Prepares daily and monthly calendar of events for the circulation office.
21. Creates a calendar of events for all departments.
22. Creates the Staff FYI newsletter.
23. Prepares publicity and promotional materials in various formats, including digital and print.
24. Oversees development of an organizational print identity and branding.
25. Records minutes at regular library board meetings.
26. Prepares board meeting minutes to be reviewed by the Board Secretary.
27. Files minutes after board approval.
28. Creates the online newsletter.
29. Provides local newspapers with photos and articles to promote library services.
30. Sends welcome packets to new residents.
31. Attends meetings, seminars, and workshops as recommended.

32. Attends interdepartmental, staff and Library Board meetings.
33. Recommends and implements goals and objectives for the Library.
34. Provides Voter Registration.
35. Serves as an alternate for the Delegates Assembly.
36. Represents the Library at community and outside organization functions.
37. Assists the Library Director with hiring of staff at departmental level.
38. Performs Notary Public duties.
39. Writes grants and administers grants received as assigned.
40. Records auto attendant messages and changes.
41. Responsible for all Passport Facility activities and the Library's agents.
42. Acts as a Passport Facility Agent.
43. Cooperates as a team member with the Library staff in performing duties assigned or essential to the achievement of efficient Library operations.

### **WORKING CONDITIONS**

1. Must be proficient in the use of computer and new technology.
2. Must possess independent transportation to and from required events.
3. Must work in an indoor environment.
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  - Occasional periods of pulling/pushing items or lifting/carrying items
  - Vision requirements include close vision and ability to focus

**JOB TITLE:**

Library Director

Revision Date: August 2014

Department: Administration

Job Grade: VII

FLSA Status: Exempt

Direct Reports: FT: 5 PT: 2

Total Staff: Typically 20 – 25

Reports To: Library Board

**SUMMARY DESCRIPTION:**

The position of Director is the Chief Administrative Officer of the Coal City Public Library District and is accountable to the Board of Trustees for the total operation of the Library. Due to the nature of this position, specific duties are not enumerated in its description. Broad areas of responsibility are listed together with examples of specific responsibilities. These examples are not all inclusive. The Director is expected to exercise discretion in determining those activities necessary to achieve library objectives successfully.

**QUALIFICATIONS:**

1. ALA – accredited MLS, preferred.
2. Six years library supervisory experience, at least 3 of which demonstrated management ability in administration, library district budgeting and planning.

**MAJOR RESPONSIBILITIES AND DUTIES:****ADMINISTRATION**

- Plans and coordinates the operation and administration of the Library District
- Maintains and enforces rules and procedures for Library operation
- Works effectively with Library attorney on a variety of Library related issues and oversees publication and filing of legal notices as needed
- Attends all meetings: Board, department, committee, etc.
- Prepares reports required of the Library District by the state librarian and other governing bodies
- Oversees, the development, execution and updating of the Library's formal plans for reference services, reader's advisory, circulation services, technical services, programming, collection development and technology for patrons of all ages
- Demonstrates initiative, tact, leadership and judgment
- Implements Library goals, objectives, policies and contracts
- Encourages involvement with area, regional, and state librarians and library organizations, to expand and develop Library Science
- Oversees record retention for all staff
- Maintains personnel records for all staff

- Directly or through subordinates, hires and trains employees, assigns and monitors work and evaluates personnel
- Disciplines employees as necessary
- When necessary, dismisses staff in a professional manner
- Promotes staff development opportunities by facilitating internal communication and good morale through regular staff meetings, in-service workshops and other forms of open dialogue
- Conducts ongoing evaluations of existing Library programs, services, policies and procedures and makes recommendations to the Staff and the Board for improvements

#### **FINANCIAL RESPONSIBILITIES:**

- Assists in preparation and administration of the annual budget and tax levy
- Screens the purchase of Library materials and equipment
- Works with the Library auditor to insure that proper internal controls are being followed so that an unconditional audit statement can be issued
- Researches and writes federal and state grants and encourages and assists Department Heads to do the same
- Accounts for all money received and disbursed by the Library in a timely manner
- Maintains accurate Library financial records
- Supervises the preparation of invoices for payment
- Analyzes sources of revenue, anticipates expenditures and costs of increased services, new media, new technology, etc.
- Fills out necessary forms to apply for federal, state, and county funds

#### **BUILDING AND GROUNDS:**

- Directs the overall maintenance of the building and grounds and recommends improvements
- Maintains an attractive and inviting interior and exterior environment and comfortable places to read and study
- Responds to activated building alarms
- Safeguards buildings, contents, and grounds
- Monitors and understands HVAC automated controls and building security systems

#### **PUBLIC RELATIONS:**

- Promotes and exhibits high standards of public service and professional ethics
- Directs public relations and marketing activities of the Library
- Is accessible to patrons and sensitive to their problems and suggestions; has a strong commitment to customer service
- Works with various community groups, schools, governmental agencies, and Library organizations to promote the Library and its services
- Works with local, regional, state, and national political, civil, and business leaders to enhance the image of the District and promote Library service

#### **BOARD RELATIONS:**

- Prepares and disseminates information for Board and committee meetings
- Provides monthly and annual reports and other information as necessary to the board
- Works with the Board to establish long-range plans, policies, and procedures

- Performs such other duties as may, from time to time, be assigned by the Board
- Assists Board in new member orientation

**PROFESSIONAL RESPONSIBILITIES:**

- Establishes and maintains proper priorities and meets deadlines
- Works within a confidential environment
- Possess knowledge of Library District law
- Attends meetings, seminars, and workshops to keep up with developments in Library Science
- Keeps up with new technologies and innovative operating methods
- Communicates well both verbally and in writing
- Develops goals to improve the Library District

**WORKING CONDITIONS**

1. Must be proficient in the use of computer and new technology.
2. Must possess independent transportation to and from required events.
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**JOB TITLE:**

IT Coordinator (**INFORMATION TECHNOLOGY COORDINATOR**)

LEVEL VIII

Non-Exempt

Part-time

**QUALIFICATIONS:**

7. Bachelor's Degree or equivalent in experience or education.
8. Knowledge of computers, networks, and automated circulation.
9. Considerable knowledge of the professional practices, procedures and techniques.
10. Ability to exercise initiative, tact, leadership and judgment.
11. Thorough working knowledge of and experience with computers, networks, servers and server virtualization environments, printers/scanners/copiers, security systems, as well as audiovisual, telecommunications, network and other business equipment.
12. Thorough working knowledge of and experience with desktop, mobile, server and operating systems.

**RESPONSIBILITIES AND DUTIES:**

The IT Coordinator is responsible to the Library Director for the following activities:

11. Assists staff in their development and in the solution of technical problems.
12. Implements library policies and procedures regarding technology.
13. Attends meetings, seminars, and workshops as recommended.
14. Attends staff meetings as requested.
15. Compiles the computer statistics.
16. Writes grants for the library as needed.
17. Assists in the development, planning and evaluation of Library computer instruction for staff and public.
18. Provides troubleshooting, diagnosis, problem resolution, preventative maintenance, repair, installation, configuration and testing of IT hardware and software.
19. Responsible for the webpage maintenance.
20. Network administrator for the LAN.
21. Evaluates new technologies for possible integration with Library services.



22. Monitors the purchasing cycle for Library hardware and software including purchase, licensing, upgrades, repair, replacement and disposal.
23. Communicates and coordinates with staff in other departments to achieve Library technology goals.
24. Updates and maintains the Technology Plan.
25. Cooperates as a team member with the library staff in performing duties assigned or essential to the achievement of efficient library operations.

**JOB TITLE:**

Bookkeeper

Level IX

Non-Exempt

Part-time

**POSITION SUMMARY**

This position is responsible for a variety of administrative and bookkeeping duties including payroll, data entry, all accounting, most financial duties including banking and processing monthly bills.

**QUALIFICATIONS**

1. Associate Degree in Finance/Accounting/Business or equivalent.
2. Accounting class credits or continuing education units (CEUs).
3. Knowledge of bookkeeping and accounting practices.
4. Knowledge of bookkeeping software
5. Two years of bookkeeping experience.
6. Ability to be a self-starter, exercise initiative and discretion.

**RESPONSIBILITIES AND DUTIES:**

The bookkeeper is responsible to the Library Director for the following activities:

1. Prepares all checks and EFT's for the Library District.
2. Balances the petty cash monthly.
3. Deposits library funds.
4. Prepares and maintains all financial records and reports, including accounts payable, payroll and general ledger.
5. Prepares and maintains all records and reports as required by the Library Director.
6. Prepares and maintains all records and reports for the treasurer's annual report and the District's annual audit.
7. Coordinates cash handling and cash register procedures.
8. Maintains personnel and payroll records.
9. Prepares Direct Deposit and pays staff according to the Personnel Policy.
10. Processes quarterly unemployment returns.

11. Reconciles bank statements and prepares accounting reports. Transfers funds as needed from operating fund to maintain bank balance.
12. Processes annual 1099s and W-2's.
13. Performs other reasonable duties as assigned.
14. Cooperates as a team member with the library staff in performing duties assigned or essential to the achievement of efficient library operations.

**JOB TITLE:**

Maintenance

LEVEL VIII

Non-Exempt

Part-time

**POSITION SUMMARY**

This position performs building maintenance, handles repair projects, cleans areas of the building, and maintains the library grounds. Responsible for the general upkeep of the library building and property, both inside and out.

**QUALIFICATIONS:**

1. High School graduate or equivalent.
2. General maintenance skills.
3. Ability to be a self-starter, exercise initiative and discretion.
4. Ability to follow oral and written instructions.
5. Must be able to lift and carry bags of books or boxes weighing up to 40 pounds.
6. Must be able to climb ladders.
7. Ability to establish and maintain effective relationships with co-workers and Library patrons.

**RESPONSIBILITIES AND DUTIES:**

The maintenance person is responsible to the Library Director for the following activities:

1. Making minor and major repairs of shelving and display cases.
2. Sweeping the parking area.
3. Oiling all door hinges.
4. Oiling chair casters and other moving parts of chairs.
5. Removing snow and ice.
6. Spraying weeds.
7. Doing minor cement repairs.
8. Helping with installation and removal of educational and seasonal displays.
9. Testing the emergency lighting.
10. Checking the fire extinguishers monthly.
11. Testing the alarm system, monthly.
12. Turning off and on water to silcocks in the spring and the fall.
13. Removing snow from emergency exits.

14. Pruning around emergency exits.
15. Keeping roof drains and gutters clean.
16. Removing spider webs from outside windows at lower level as needed.
17. Maintaining the monthly requirements of the Maintenance Plan.
18. Weeding and watering as necessary.
19. Day to day regular maintenance as requested.
20. Minor plumbing repairs.
21. Overseeing work done by contractors.
22. Cooperating as a team member with the library staff in performing duties as assigned or essential to the achievement of safe and efficient library operations.

**JOB TITLE:**

Maintenance Supervisor

LEVEL VIII

Non-Exempt

Part-time

**POSITION SUMMARY**

This position is responsible for the organization and administration of the Maintenance Staff including the maintenance, repair and cleaning of the building and grounds; inspecting and anticipating the needs of mechanical equipment, analyzing malfunctions, and performing appropriate repair work or contracting with outside vendors when needed.

**QUALIFICATIONS:**

1. High School graduate or equivalent.
8. One (1) year of successful supervisory experience.
9. Two (2) years of professional experience in building maintenance.
10. Knowledge of basic carpentry, electrical and plumbing.
11. Ability to exercise initiative in problem solving and refer questionable situations to the Library Director.
12. Must be reliable and have a great eye for detail.
13. Must possess outstanding leadership, organizational, communication, interpersonal and time management skills.

**RESPONSIBILITIES AND DUTIES:**

The maintenance person is responsible to the Library Director for the following activities:

1. Supervise maintenance staff.
2. Inspect and oversee facilities to resolve problems.
2. Assist the Library Director with preventative maintenance strategies.
3. Assist the Library Director with compliance of applicable safety regulations.
4. Oversee contractors when necessary.
5. Ensure maintenance staff conducts preventative maintenance work.
6. Evaluates functionality and reliability of facility systems and associated equipment, identifying problems and requirements.

7. Supervise facility inspections by maintenance staff to identify problems and necessary maintenance.
8. Participate in coordination of projects (e.g. renovations).
9. Ensure maintenance staff performs duties as required to keep the buildings and grounds clean, attractive and safe, including but not limited to painting and repair of walls and other surfaces, and keeping walkways, driveways and parking areas clear of snow and ice.
10. Ensure maintenance staff performs routine repairs of Library equipment, grounds and facilities.
11. Oversee all bidding processes.
12. Cooperating as a team member with the library staff in performing duties as assigned or essential to the achievement of safe and efficient library operations.