



Position Description

Position Title: Public Library Liaison

Supervised by: Membership Director

FLSA: Exempt

Location: Carbondale/Champaign/Edwardsville

Employee Type: Full-time

Pay Type: Salaried

Fiscal Classification: Library Professional

Salary Grade: 9

Summary:

The Public Library Liaison works as part of the Membership Services Team to collect accurate information regarding member libraries and to provide support for the multitype libraries that comprise IHLS. This position also involves a significant amount of networking and interaction with IHLS member libraries. A special focus of this position is work with public libraries that are members of IHLS and their trustees.

Essential Duties & Responsibilities:

As part of the Membership Services Team:

- Monitor essential annual tasks for IHLS public libraries, such as certification, annual reports, system area and per capita grants and non-resident fee surveys.
- Exhibits knowledge of the governance document for Illinois Libraries and the membership criteria outlined in the Illinois Administrative Code.
- Is involved in regional, statewide and national initiatives as a voice for the multi-type IHLS membership.
- Tracks legal and legislative issues that impact Illinois libraries, with particular attention to public libraries.
- Tracks and records significant data as it pertains to IHLS member libraries analyzing membership trends and data to inform decision making.
- Maintains regular communication with member libraries, addressing inquiries about services, assessing development needs and offering support through ongoing contact and site visits.
- Visit member libraries to discuss IHLS services and provide onsite professional support.
- Works collaboratively with other team members and colleagues throughout IHLS to assess and develop professional development opportunities for member libraries.
- Collaborates with IHLS departments to enhance member engagement and foster relationships among libraries.

Promotes IHLS networking and professional development opportunities with member libraries.

Serves as the system point of contact for Special Libraries.

Participates in networking events throughout the system and state.

Maintains active involvement in relevant professional organizations and initiatives.

Provides leadership and guides programming for Member Day.

Encourage libraries to be advocates for their library and programs that benefit their library.

Serves as the primary point of contact (“Library” side) and project manager liaison for the ILEAD Grant, actively participating in communication with the Illinois State Library and Legal, in addition to supporting project promotion and outreach.

Serves as an Ex-Officio Member of the Director’s University Committee

Responsible for Outreach to Public Library Directors regarding DU.

Minimum Education and Experience:

- MLIS and 3 years of library administrative experience or equivalent work experience 2:1 or 12 years
- Three (3) years’ experience working in libraries in an administrative capacity.
- Experience working in or with different types of libraries is preferred.

Licenses or Certifications Required: Valid driver’s license or other accommodations for travel.

Knowledge, Skills, and Abilities Required:

- Possesses a strong understanding of business and management principles, including strategic planning, resource allocation, HR concepts, leadership, production methods, and coordination.
- Demonstrates comprehensive knowledge of customer service principles and processes, including needs assessment, quality standards, and satisfaction evaluation.
- Exhibits analytical and problem-solving skills, using logic and reasoning to evaluate options and implement effective solutions.
- Has a solid foundation in the principles and procedures of professional library work.
- Proficient in computer skills, including Microsoft Office Suite (Word, Excel, PowerPoint).
- Possesses strong oral and written communication skills for explaining, persuading, and negotiating effectively.
- Demonstrates the ability to work effectively within a customer-service-oriented organization, build positive relationships with stakeholders (staff, board, government, member libraries), maintain flexibility, manage time efficiently, act professionally, support colleagues, maintain a positive attitude, and travel as needed.

Remote Work: Remote work within Illinois is available, contingent on an approved remote work agreement and adherence to company policy.

Working Conditions & Physical Requirements:

- Work takes place in a typical office environment and/or remote work setting.

- Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- The employee is required to have visual acuity to determine accuracy and perform activities such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, extensive reading, and thoroughness of the work assigned.

The duties listed above are not all-inclusive. Employees may be required to perform other job-related duties as requested, in accordance with state and federal law.

If you require assistance or accommodation to apply for this position, please contact the Human Resources Director at hr@illinoisheartland.org or 217.689.0999. IHLS is an Equal Opportunity Employer and is committed to providing reasonable accommodations to qualified individuals with disabilities.

Employee Signature

Date

Supervisor Signature

Date