

ADMINISTRATIVE LIBRARIAN

QUALIFICATIONS:

Experience with administrative and supervisory tasks preferred

Experience with community engagement, project management, and budgeting

Ability to work effectively with staff, Board, volunteer groups, community and civic organizations including local schools

Understanding of technology and Internet skills as related to library operations

Experience with budgeting, staff management, grant writing, facility management, and information technologies

Preferred Master's Degree in Library Science or other related degree and/or willingness to actively participate in continuing education opportunities each year

RESPONSIBILITIES AND DUTIES:

Technical advisor to Board of Trustees regarding Library services, collection development, annual budget process, policies and procedures

Planning, directing and supervising ongoing Library programs for children and adults, including programs for the elderly and homebound.

Hiring, training, assigning of duties and responsibilities; and when necessary, dismissing of personnel. The appointment and dismissal of employees is subject to the approval of the Board of Trustees.

Establish work schedules, supervise and evaluate Library staff

Select and maintain collections Library materials

Catalog new materials

Attend Board of Trustees meetings

Complete required reports and documentation as required by the Board of Trustees, the Illinois State Library, and the Illinois Heartland Library System

Attend and participate as authorized by the Board of Trustees, appropriate system and state library functions

Coordinates maintenance of buildings, equipment, and grounds

Assist President of the Board of Trustees in the development of the Board meeting agenda and certify bills and expenditures to the Board of Trustees

(ADMINISTRATIVE LIBRARIAN CONTINUED)

Actively encourage Library usage, promote programs and services available and develop new programs to expand Library usage

Tabulate and process bills for delivery to Library Board Treasurer for delivery to City Clerk for payment

Tabulate circulation statistics (monthly & annually) for reports and make copies of all reports and city reports for Board of Trustee meetings

Tabulate and deliver payroll to City Clerk

Generate and process monthly automated circulation reports

Process orders for library books, magazines, etc. and office supplies

Perform other duties as required which are reasonable within the scope of the duties enumerated above

In the temporary absence of the Administrative Librarian, administrative direction of the Library shall be delegated to any of the Library staff as the Administrative Librarian shall appoint

Actively seek external funding that supports library activities

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Effective:	<u>July 14, 1997</u>
Reviewed/Revised:	<u>2020</u>