

Job Summary:

Under the direction of the Library Director, this position facilitates superior library service to patrons by assisting the Director with management of the library, communications and marketing, library programming, grant writing, and staff supervision.

Duties/Responsibilities:

Marketing and Communications

- Promote library via all outlets.
- Create and be responsible for messaging that effectively communicates the library's voice and inspires engagement on the library's accounts across all social media platforms.
- Create graphics, logos, and other communication tools that increase the impact of and accurately represent the library's brand.
- Manage and maintain the library's website.
- Create monthly newsletter and maintain current recipient list.
- Constantly and proactively inform the Jerseyville community of library resources, programming, and services through a variety of media.

Programming

- Develop, plan, and execute library programming in collaboration with the Library Director and Youth Services Librarian with the goal of promoting literacy and drawing patrons to the library.
- Develop and execute marketing plans for library programming, maximizing reach and community engagement with the library.
- Maintain an awareness of the programming budget and ensure that the scope of programming meets budget guidelines.
- Meet regularly with the Library Director, Youth Services Librarian, and Programming Assistant to schedule upcoming programming.
- Maintain a programming calendar with target dates for each action item leading up to events and programs, ensuring that deadlines are met and programs meet literacy, outreach, and budget goals.

Grant Writing and Management

- Support strategic fundraising efforts that contribute to the growth and sustainability of the library.
- Identify and submit grant applications, maintain compliance, develop reports, and manage data collection practices.
- Lead the library's efforts to secure external funding for programs and services, while supporting the integrity and accuracy of the library's data collection systems.
- Pre-Award: Research and identify suitable grant opportunities from public and private foundations. Work with other library personnel to develop compelling, viable grant proposals that align with the library's strategic goals and capacity.
- Grant Writing: Draft and submit persuasive grant proposals, including detailed project objectives and trends that reflect the library's mission and needs.
- Post-Award Compliance: Monitor and ensure compliance with all grant requirements, including tracking project milestones, financial oversight, resource allocation, and timely reporting to funders.
- Reporting: Prepare progress and compliance reports, ensuring that all grant-funded activities are accurately documented and meet the requirements of funders.
- Grant Lifecycle Management: Manage and monitor all grant activities, implementing standard operating procedures for library staff engaged in grant processes.
- Collaboration: Work closely with library staff and external stakeholders, including the Friends of the Jerseyville Public Library, to ensure grant activities are aligned with and support the library's strategic initiatives.
- Impact Monitoring: Assess the long-term impact of grant-funded programs, ensuring that outcomes align with library goals and that grants contribute to sustainable growth.

Supervision and Management

- Support the Director in coordinating library operations, providing oversight when Director is absent.
- Support the Director in leading recruitment, training, supervision, evaluation, motivation and ongoing development of a service-oriented staff.
- Directly supervise, coach, and evaluate the performance of library staff when Director is absent.
- Assist the Director in overseeing the shift schedule, ensuring adequate staff coverage during all open hours.
- In absence of the Director, serve as Supervisor in Charge by interpreting and implementing library policy to resolve issues.

Required Qualifications:

- Completed Bachelor's degree in Management, Communications, Public Relations, Library Science, or related field. Master's Degree preferred. Master's in Library Science from an ALA-accredited institution desired.
- Two years' experience in library work, management, public relations, communications, marketing, or related field.
- Excellent communication skills to include accurately comprehending, assessing, and conveying written and verbal information in order to clearly and respectfully engage with internal and external individuals and groups.
- Extensive expertise with various technologies including word processing and spreadsheet applications, email and calendar applications, graphic design platforms, internet searching, cloud-based communication tools, maintaining and organizing digital files, etc.
- Experience with instructing, training, and facilitating groups of people, including the use of technology.

Residency requirement: Must live within a five (5) mile radius of the Jerseyville City limits, but remain in Jersey County. Applicants living outside the five (5) mile radius will require City Council approval to be hired and if approved, will be given three (3) months

after expiration of employee's probationary period to relocate within the five (5) mile radius of City limits. Hiring preferences will be given to applicants that are City residents when all other qualifications are equal.

Salary:

- Completed Bachelor's degree with commensurate experience: \$40,000
- Completed Master's degree with commensurate experience: \$45,000
- Completed Master's in Library Science with commensurate experience: \$50,000

Benefits:

- 2 weeks (10 days) vacation per year (to increase with longevity)
- 12 days sick leave per year
- 2 personal days per year
- Paid holidays including birthday
- Health insurance
- IMRF, Social Security, Medicare