

Library Administrator
Tri-City Public Library District
Job Description

Library Address

600 South Main St.
Buffalo, IL 62515

Employment Type

Full Time – 36 hours a week

Hourly Wage

\$23.00 to \$27.00/hour
based on experience, education and technical skills

About the Organization

The Tri-City Public Library District is located approximately 16 miles east of Springfield, and it includes the communities of Buffalo, Dawson and Mechanicsburg. It serves a population of more than 3600. The library is located in Buffalo and is open six days a week. The library is part of the Illinois Heartland Library System.

The library administrator is full-time and includes four other staff members. Duties of the administrator include: staffing and scheduling responsibilities, information technology responsibilities, Grant writing, financial responsibilities, building administration, and coordination of library activities. The library administrator will create both short-term and long-term goals for the development of the library.

Job Description and Duties

Staff Direction

- Develop personnel schedule to meet the needs of the library during hours of operation.
- Coordinate with Library Program Coordinator and Patron Service Coordinator to ensure that programs and operations are in line with library goals, growth and budget.
- Organize monthly staff meetings to keep all employees updated on Library business.

Library Development

- Develop short-term and long-term goals that include a vibrant library collection and community programs and services.

- Develop print and non-print collections that include the selection, organization, maintenance, preservation, and disposal of materials as needed.
- Advise consult, and confer with other library professionals.
- Approve scheduled use of the library by outside groups.
- Assist with patron services as needed.

Information Technology

- Maintain library's Social Media presence.
- Update Website as needed and ensure information on website is current for programs and other information from library staff and library board.
- Ensure equipment and software is maintained and updated as needed.

Reports, Funds, and Grants

- Handle the library's finances while maintaining proper checks and balances set by the library board.
- Prepare reports for state, local, and federal agencies.
- File for grant requests
- Accept and acknowledge library donations and gifts to the library.

Library Board

- Participate and assist in preparing for monthly board meetings
- Share budget requests before the board
- Establish operating procedures.

Minimum Requirements

A degree in library science is preferred or a combination of education and experience in library-related work and administration. The pay range is based upon work experience and education. The position requires verbal/written communication skills and the ability to work in a team environment.

Benefits Offered

Retirement plan (IMRF)

Paid time off

Letter of interest/resume due to Lhaage@tricity.lib.il.us or to the Tri-City Library, Attention: Leanne Haage, Library Board President. Applications are due by end of business on January 5, 2026.

Letter of reference due upon request.