

Alpha Park Pubic Library District

Job Description

Library Director



Reports to the Board of Trustees

Department: Administration

Classification: Exempt, regular full-time, salary D.O.Q.

General Statement

The Library Director is responsible for the overall supervision of day-to-day events, ensuring the library remains a welcoming and integral component of the population it serves. They should be passionate about promoting the facility as an educational and recreational community center that directly reflects the needs and desires of the patronage it serves. The Library Director maintains policy, legal, and fiscal responsibilities in accordance with statutory requirements, while fostering a cooperative team-first approach among staff in order to provide excellent public service.

Responsibilities

- Implements policies approved by the board
- Supports the development, execution, and evaluation of programs and services
- Works directly with the Business Manager to develop and administer an annual budget, ordinances, and tax levy
- Hires and manages staff committed to the library's mission
- Complies with all local, state, and federal legal requirements
- Builds positive relationships with partner organizations, policymakers, and media
- Represents the library in associations and organizations, serving on committees and advisory groups, when applicable, and speaking in public settings
- Holds a vision of the future for libraries, working to make that vision a reality
- Incorporates new technologies wisely into library operations
- Submits annual state level reporting, including but not limited to: IPLAR, Per Capita Grant, Fulton and Peoria County Election Commission Packets, Library Registration, and Statement of Economic Interest
- On boards new members to Board of Trustees
- Works directly with the Business Manager as acting HR department for all staff
- Other duties as assigned and as appropriate to the position

Qualifications and Education

- Master's degree in Library and Information Science from an ALA accredited university
- At least five (5) years' experience managing a diverse team in a library setting
- Aptitude for dealing with people of all ages and backgrounds
- Ability to communicate clearly, both verbally and in writing
- Skilled in leadership, coaching, and growing a strong library team

Working Conditions

- Occasional travel expected to partnering libraries, off site events/programs, and conferences
- Flexibility in working day, evening, and weekend hours
- Lift up to 50lbs with assistance
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library District

Job Description

Business Manager



Reports to the Library Director
Department: Administration
Classification: Exempt, regular full-time, hourly

General Statement

Under the direction of the Library Director, the Business Manager works to maintain the daily budgetary and human resource operations. The Business Manager has one direct report: Facilities Manager. Daily duties also include processing of incoming mail, bookkeeping, cash handling and deposits, timekeeping, and accounts payable and receivable.

Responsibilities

- Acts as liaison between insurance, benefit, and service providers
- Assists in grant writing and reporting
- Prepares monthly board packet
- Prepares regular financial reports
- Processes payroll and benefits for all staff
- Prepares ordinances in accordance to annual tax levy with consultation from the Library Director and Finance Committee
- Serves as an active member of the Finance Committee
- Submits public communications to proper outlets
- Trains, supervises, and ensures Facility Manager is compliant with duties that are required
- Works with auditors and financial institutions to ensure fiduciary responsibility
- Works directly with the Library Director as acting HR department for all staff
- Works collaboratively to onboard new employees
- Other duties as assigned

Qualifications and Education

- Bachelor's degree in Business Administration or Business Management
- Three (3) years' experience in bookkeeping and accounting with supervisory duties
- Knowledge of local, state, and federal employment regulations
- Experience and proficiency with a variety of computer software/applications, including Quickbooks and Excel
- Capacity to work flexibly and confidentially with public, staff, and a variety of service providers
- Excellent attention to detail

Working Conditions

- Occasional travel may be required
- Occasional evening and weekend hours expected
- Lift up to 50lbs with assistance
- Access to reliable transportation

Alpha Park Public Library District

Job Description

Facilities Manager



Reports to the Business Manager
Department: Administration
Classification: Exempt, regular full-time, hourly

General Statement

Under the direction of the Library Director and Business Manager works to maintain the facility and support capacities of the library. Serves as back up for the Business Manager. Works as liaison with all service vendors to ensure a properly working, safe, and clean facility for the public and staff. Maintains supplies for operations. Works with Library Director to provide video or in person training for staff in accordance with local, state, and federal regulations, such as but not limited to, Emergency/Safety Protocol, Blood-Bourne Pathogens, and Sexual Harassment. This position has one direct report: Facilities Assistant

Responsibilities

- First response custodial or safety contact
- Ensures safety compliance and regulations are met and maintained
- Negotiates, liaisons, and serves as primary contact for vendors including requesting public bids
- Directs Facilities Assistant in groundskeeping; supervises in keeping exterior foliage/grounds appearance to standards during all seasons
- Distributes mail; ensures proper handling of packages, and provides maintenance of postage machine
- In charge of records management and disposition
- Maintains and monitors patron traffic counts
- Assists with statistical reporting for grants; completes E-Rate applications
- Cash handling and collection
- Main point-of-contact for ordering all office supplies and departmental needs
- Primary liaison with the technology service provider and first response to trouble shooting IT-related issues for public and staff tech equipment
- Other duties as assigned

Qualifications and Education

- High school diploma/G.E.D. required, Associate's degree preferred; other education/work experience considered
- Exceptional customer service and communication skills
- Experience and proficiency with a variety of computer software/applications
- Capacity to work flexibly with public, staff, and a variety of service providers
- Attention to detail
- Must not be averse to physical labor, both indoors and out

Working Conditions

- Occasional evenings and weekend hours expected
- Ability to use and operate hand tools
- Lift up to 50lbs with assistance
- Access to reliable transportation
- Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in maintenance

Alpha Park Pubic Library District

Job Description

Facilities Assistant



Reports to Facilities Manager
Department: Administration
Classification: Non-exempt, regular part-time, 5 hours a week

General Statement

Under the direction of the Facilities Manager, the Facilities Assistant acts as Groundskeeper and assists with the general upkeep and maintenance of the library facility and garden areas. This position is to work no more than 5 hours a week scheduled by the Facilities Manager. On the job training provided for some projects, knowledge of best and safe practices required. Must be accessible for continual communication in the event of a grounds emergency.

Responsibilities

- Touch-up painting
- Weeding and safeguarding the greenspace
- Trash pick-up
- Repotting flowers and plants
- Proper upkeep and storage of tools and equipment
- Proper use of fertilizer

Qualifications and Education

- High school diploma or G.E.D.
- Strong and enthusiastic customer service skills
- Physical strength and endurance
- Experience using hand tools and light machinery such as gardening tools
- Effectively communicate duties and responsibilities
- Able to use tools and implements of repair
- Knowledge of proper plant trimming, handling, planting, and pruning

Working Conditions

- Weekend hours expected
- Ability to go from sitting to standing quickly and easily
- Access to reliable transportation
- Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in physical work
- Must be able to work in outdoor weather conditions

Alpha Park Public Library District

Job Description

Access Services Department Head



Reports to the Library Director
Department: Access Services
Classification: Exempt, regular full-time, hourly

General Statement

Under the direction of the Library Director, the Access Services Department Head (ASDH) oversees the daily operations of all department service functions for Technicians and Circulation. The ASDH ensures the adoption and execution of best patron service practices in accordance with library policy. Daily circulation duties are delegated by the ASDH, and dispersed by the Circulation Specialist, including but not limited to: patron registration, holds management, materials check-in and check-out, fee collection, and interlibrary loan and delivery. The ASDH also oversees daily operation of budgeting, ordering, processing, and cataloging library collection materials. The ASDH clearly communicates all relevant policies and practices regarding technical services and collection development to employees and patrons.

Responsibilities:

- Monthly Reporting & providing regular reports upon Library Director's request
- Works with Library Director and other Department Heads to craft a comprehensive plan for collection development, management, and maintenance, including: ordering materials, shifting and weeding, auditing, inventory, and reviewing vendor services
- Processes and supervises ordering and vendor contacts for print and digital collection materials
- Assesses and oversees the repair of damaged items
- Oversees cataloging and processing of all items
- Establishes, approves, and maintains work schedule for entire department
- Ensures proper handling of materials and equipment
- Ensures daily cash handling requirements are met
- Supervises and confirms customer hold contacts have been properly made
- Assists in other departments when necessary
- Other duties as assigned

Qualifications and Education

- MLIS strongly preferred; other education & work experience considered
- Ability to prioritize, delegate, supervise, and manage a diverse staff
- Ability to confidently coach and develop direct reports
- Experience in cataloging, circulation, weeding, collection development, and book repair
- Knowledge of professional library standards and best practices
- Experience with workflows and Office XP
- Minimum one to three years' management experience
- Strong written and verbal communication required
- Strong budgeting skills, experience in ordering from multiple vendors, and basic knowledge of library vendors and ordering processes expected. (Ex. Ingram, Demco, Baker & Taylor etc.)

Working Conditions

- Occasional travel expected to partnering libraries and conferences
- Occasional evening and weekend hours expected
- Lift up to 50lbs with assistive equipment
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library District

Job Description

Access Services Specialist



Reports to Department Head
Department: Access Services
Classification: Non-exempt, regular full-time, hourly

General Statement

The roles and duties of the Access Services Specialist are a blend of the objectives and functions of both Circulation and Technical Services departments. Under the direction of the Department Head, this position is responsible for the overall appearance and function of the library stacks and ensures that patrons are able to receive the materials for which they seek. This position regularly completes basic circulation duties and is responsible for processing resource sharing/Interlibrary Loans (ILL's), including OCLC and Find More IL requests. This position is also responsible for collection maintenance, organization, and management. The Access Services Specialist is dually responsible for spending time working at the circulation desk as well as going into the stacks to shelve, shift, and perform routine large-scale collection projects such as inventory and auditing. This position works under all Department Heads to determine dispersion of donated items. The Access Services Specialist position requires strong attention to detail, ability to communicate policies and procedures to patrons with a positive and friendly attitude, as well as the ability to prioritize and plan ahead, and be cognizant of turnaround time for project completion.

Responsibilities:

- Familiarity with library services and materials
- Processes OCLC, Find More IL, and other ILL requests
- Regularly works the Circulation desk to ensure patrons receive materials and, when necessary, guide them to additional resources
- Regularly works in the stacks to shelve materials, shift, and shelf-read for both Adult and Youth Services Collections
- Ensures that materials are organized, cleaned and dusted, edged, and easy for staff and patrons to locate
- Coordinates Page duties to ensure materials are shelved and organized, and projects are completed in a timely manner
- Assess all donated items; works with Department Heads to disperse items for Collection, Book Sale, or disposal
- Point of Contact for large scale projects regarding the physical state of the collection
- Coordinates and conducts annual Inventory of the Library Collection
- Other duties as assigned.

Qualifications and Education

- High school diploma/G.E.D. required; preference given to associates degree or Technician Assistant Certificate
- Strong attention to detail, customer service, problem solving, prioritizing, and delegating skills
- Ability to confidently train and coach Pages and/or Circulation Assistants

Working Conditions

- Flexibility in working day, evening, and weekend hours
- Lift up to 50lbs with assistance
- Push and steer fully loaded book cart
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library

Job Description

Circulation Specialist



Reports to Department Head
Department: Access Services
Classification: Non-exempt, full-time, hourly

General Statement

Under the direction of the Access Services Department Head (ASDH), the Circulation Specialist supervises, performs, and delegates tasks amongst the Circulation team. The Circulation Specialist must be skilled in all circulation functions, including checking out and discharging materials, processing library card applications, updating patron records, handling payments, processing resource sharing/Interlibrary loans (ILL's), copying and faxing patron documents, notifying patrons when items are available for pickup or overdue, and searching for lost items. The Circulation Specialist trains Circulation Assistants in accordance with the policies and procedures of the department.

Responsibilities

- Utilizes online and app based resources to process items/tasks (OCLC, FindMoreIL, ILL, GoMerchant etc.)
- Processes and sort materials accurately and efficiently
- Prints and mails service notices
- Mastery of all Circulation Assistant duties
- Trains and coaches all new and current Circulation Assistants
- Resolves patron grievances; answers and directs calls as necessary; professionally explains library policy to patrons when necessary
- Other duties as assigned

Qualifications and Education

- High school diploma required; preference given to associates degree or Technician Assistant Certificate
- Strong customer service, problem solving, prioritizing, and delegating skills
- Ability to confidently train and coach Circulation Assistants
- Not averse to cash handling, technology, or continuously evolving library systems

Working Conditions

- Day, evening, and weekend hours required
- Lift up to 50lbs with assistance
- Push and steer fully loaded book cart
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library District

Job Description

Circulation Assistant



Reports to Department Head
Department: Access Services
Classification: Non-exempt, regular full-time / part-time, hourly

General Statement

Under the direction of the Access Services Department Head and the Circulation Specialist, the Circulation Assistant performs all circulation functions, including checking out and discharging materials, processing library card applications, updating patron records, handling payments, processing holds and interlibrary loan requests, notifying patrons when items are available for pickup, empty book drops, and search for lost items. This position requires strong attention to detail, and the ability to communicate procedures and policies to patrons in a positive and friendly manner.

Responsibilities

- Check in/out materials, and process holds
- Processes and sort materials accordingly
- Utilizes online and app based resources (Outlook, Workflows)
- Answers phones and directs calls as necessary
- Processes library card applications/updates patron records
- Familiarity with library services and materials offered to inform patrons
- Copy and fax documents for patrons
- Print and mail service notices
- Receive and process cash and credit card payments
- Assists in interdepartmental coverage as needed
- Other duties as assigned

Qualifications and Education

- High School Diploma/G.E.D. required; preference given to associates degree or Technician Assistant Certificate
- Customer service experience preferred but not required
- Problem solving and prioritizing skills preferred
- Must not be averse to physical labor, cash handling, or technology

Working Conditions

- Evening and weekend hours required
- Lift up to 50lbs of materials with assistance
- Push and steer fully loaded book cart
- Stand for extended periods of time
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library District

Job Description

Technical Services Specialist



Reports to Department Head
Department: Access Services
Classification: Non-exempt, regular full-time, hourly

General Statement

Under the direction of the Department Head, this position processes materials for shelves, repairs materials as needed, assists with collection organization, and keeps the user catalog up to date. The Technical Services Specialist assists in Circulation duties when necessary, and provides excellent patron service. They work flexibly and collaboratively with all member of the library staff to ensure an excellent user experience for patrons. The Technical Services Specialist should have excellent communication skills, knowledge of and willingness to learn computer skills, strong attention to detail, and the ability to prioritize and plan ahead, being cognizant of turnaround time for project completion.

Responsibilities

- Catalogs and processes materials accurately and efficiently
- Assists Department Head in completion of daily duties
- Assists Department Head with scheduling and coordinating projects; works with team members to complete projects
- Assists in library material acquisition
- Trains and guides Technical Services Assistant
- Data entry, including prepping invoices and maintaining materials order records
- Other duties as assigned

Qualifications and Education

- High school diploma/G.E.D. required; preference given to associates degree or Technician Assistant Certificate
- Strong problem solving, prioritizing, and delegating
- Strong attention to detail

Working Conditions

- Lift up to 50lbs with assistance
- Push and steer fully loaded book cart
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library District

Job Description

Technical Services Assistant



Reports to Department Head
Department: Access Services
Classification: Non-exempt, regular part-time, hourly

General Statement

Under the direction of the Department Head, this position processes materials for shelves, repairs materials as needed, assists with collection organization, and keeps the user catalog up to date. The Technical Services Assistant aids in Circulation duties when necessary, and provides excellent patron service. The Technical Services Assistant should have excellent communication skills, knowledge of and willingness to learn computer skills, strong attention to detail, the ability to prioritize and plan ahead, and be cognizant of turnaround time for project completion.

Responsibilities

- Catalogs and processes materials accurately and efficiently
- Works with team members to complete projects
- Assists in the acquisition of library materials
- Assists Department Head and Technical Services Specialist in completion of daily duties
- Repairs damaged materials when needed
- Other duties as assigned

Qualifications and Education

- High school diploma/G.E.D. required
- Knowledge of, or willingness to learn library software and procedures

Working Conditions

- Lift up to 50lbs with assistance
- Push and steer fully loaded book cart
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library District

Job Description

Access Services Page



Reports to Department Head

Department: Access Services

Classification: **Entry Level—Temporary**, part-time, hourly

General Statement

A library Page shelves materials neatly, accurately, and promptly. This position has firsthand knowledge of library materials' locations, where and who can provide additional resources for patrons, and is familiar with the policies and general procedure of the library. A Page works with all members of the library staff to ensure excellent user experience for all patrons. Daily shelving and shelf reading should be done with diligence and precision. Other duties include assisting the Department Head and Access Services Specialist with weeding, shifting, cleaning, sorting materials, stocking printers and copy machines with paper, and taking recycling to the dumpster.

Responsibilities

- Shelving and shelf reading of library materials
- Removal of trash and recycling to dumpsters
- Assist with circulation projects
- Other duties as assigned

Qualifications

- Current High School Student
- Strong attention to detail

Working Conditions

- Evening and weekend hours required
- Lift up to 50lbs with assistance
- Able to move/steer a fully stocked book cart
- Stand for extended periods of time
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library District

Job Description

Outreach and Programming Department Head



Reports to the Library Director
Department: Outreach and Programming
Classification: Exempt, regular full-time, hourly

General Statement

Under the direction of the Library Director and in close collaboration with other Department Heads, the Outreach and Programming Department Head (OPDH) organizes, facilitates, and performs programming to occur throughout the service area, in person and virtually. They work in partnership with community organizations and local non-profits to ensure library services are accessible across our district. Frequent travel is a main component of this position. The OPDH must employ creativity, logistical expertise, and excellent communication skills. They should enjoy teaching diverse populations new skills, both recreational and educational. The OPDH works closely with other Department Heads to create a cohesive system of library services. The majority of the work they do is outside the library in community settings, including but not limited to, nursing homes, community centers, public parks, grocery stores and any location that may serve as a community gathering area within the district.

Responsibilities

- Acts as liaison between library and community organizations
- Plans, coordinates, and organizes events for library programming
- Continually develops new library programming and outreach events
- Assists Library Director and Business Manager in creating department budget
- Trains and delegates community events and programming to Outreach and Programming Specialist
- Other duties as assigned

Qualifications and Education

- Three years' experience in community outreach and organizational partnership development
- A master's degree in Library and Information Science preferred; experience in lieu of education considered
- Ingenuity, creativity, and desire to share skills/foster learning
- Two years of programming in a library setting preferred
- Must be available evenings and weekends
- Must have reliable transportation

Working Conditions

- Travel is required
- Evening and weekend hours expected
- Lift up to 50lbs with assistance

Alpha Park Public Library District

Job Description

Outreach and Programming Specialist



Reports to the Outreach and Programming Department Head

Department: Outreach and Programming

Classification: Non-exempt, regular full-time, hourly

General Statement

Under the direction of the Department Head, the Outreach and Programming Specialist (O&P Specialist) will assist with the organization, facilitation, and performance of programming events throughout the service area. Frequent travel is a requirement in this position. The O&P Specialist will have a passion for teaching diverse populations new skills, both recreational and educational. This position works directly with the Department Head to ensure that library services, programs, and access to materials are available to all in our district. The majority of these events will take place outside the library in community settings such as nursing homes, community centers, public parks, local schools, or any other area that may serve as a community gathering area in our community. The O&P Specialist should be confident in their knowledge of Alpha Park Library's services and procedures to promote them to current and potential library patrons.

Qualifications and Education

- Bachelor's degree preferred, work experience in lieu of education considered
- Experience with community outreach preferred
- Strong customer service, problem solving, prioritizing, and delegating skills
- Ability to confidently train and coach both YS and Circulation Assistants
- Two years library programming preferred

Responsibilities

- Acts as liaison between the library and community organizations
- Assists Department Head in planning, organizing, and performing library outreach programming
- Continually develops new library programming/outreach events
- Assists Department Head in compiling a schedule for outreach events
- Tracks outreach statistics and delivers to Library Director monthly
- Occasional managerial duties
- Other duties as assigned

Working conditions

- Travel is required
- Evening and weekend shifts expected
- Access to reliable transportation
- Lift up to 50lbs with assistance
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library District

Job Description

Reference Department Head



Reports to the Library Director

Department: Reference

Classification: Exempt, regular full-time, hourly

General Statement

Under the direction of the Library Director, the Reference Department Head supervises three direct reports and ensures a high level of patron engagement and excellent customer service for patrons using reference services. These include reader's advisory, planning and implementing adult programming, and providing direct assistance to patrons using computers and electronic devices. The Reference Department Head has experience with the "reference interview" for a diverse patron base, and is able to teach this skill to direct reports. They are fluent in policies and procedures and are comfortable communicating these to staff and patrons alike. The Department Head will work to create department specific procedures.

Responsibilities

- Creates, implements, oversees, and evaluates all adult programming
- Fluent in use of databases and online resources
- Hires and develops exceptional talent
- Innovation and development in marketing applications as well as a comprehensive marketing plan
- Management of E-Blasts and digital promotional information
- Recognition, advocacy, and support of library trends and developments
- Management of direct reports, including the establishment and maintenance of work schedule for entire department
- Promotes literacy engagement throughout the library community
- Actively engages in professional development and promotes development of direct reports
- Assists in inter-department coverage if needed
- Other duties as assigned

Qualifications and Education

- MLIS strongly preferred; other education & work experience considered
- Ability to prioritize, delegate, supervise, and manage a diverse staff
- Displays cultural competency when dealing with people from all ages and backgrounds
- Experience and proficiency with a variety of computer software and applications (Microsoft Suite, Social Media Apps, SirsiDynix, Adobe, Photoshop, and Acrobat)
- Two to Three years' experience working in a public library setting

Working Conditions

- Occasional evenings and weekends expected
- Ability to move and steer full book carts
- Ability to lift 50lbs with assistance
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library District

Job Description

Reference Specialist



Reports to Department Head

Department: Reference

Classification: Non-exempt, regular full-time, hourly

General Statement

Under the direction of the Reference Department Head, the Reference Specialist actively pursues patron engagement exemplifying excellent customer service for patrons using our reference services. These include reader's advisory, performing instructive and entertaining learner based and demand driven programming, and providing direct assistance to patrons using computers and electronic devices. Thorough experience with and able to conduct the "reference interview" to a diverse patronage. The Reference Specialist is aware of the library policies and procedures and are comfortable communicating these to staff and patrons alike.

Responsibilities

- Familiar with online databases, informational resources, and reference best practices
- Provides direct patron assistance with computer use, digital resources, and all other Reference inquiries
- Works directly with the Department Head to craft and design newsletters, program advertisements, social media posts, etc.
- Process patron requests, including interlibrary loan materials
- Recognition, advocacy, and support of library trends and developments
- Assists in inter-department coverage if needed
- Other duties as assigned

Qualifications and Education

- Bachelor's degree preferred, comparable education and experience considered
- Displays cultural competency when dealing with people from all ages and backgrounds
- Experience and proficiency with a variety of computer software and applications for design and marketing purposes (Microsoft Suite, Social Media Apps, SirsiDynix, Adobe, Acrobat, Photoshop, etc.)
- Experience creating, designing, and displaying promotional materials
- Strong and enthusiastic customer service skills

Working Conditions

- Day, evening, and weekend shifts expected
- Ability to move and steer full book carts
- Ability to lift 50lbs with assistance
- Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in library work

Alpha Park Public Library District

Job Description

Reference Assistant



Reports to Department Head

Department: Reference

Classification: Non-exempt, regular part-time, hourly

General Statement

Under the direction of the Reference Department Head, the Reference Assistant actively pursues patron engagement exemplifying excellent customer service for patrons using our reference services. These include reader's advisory and providing direct assistance to patrons using computers and electronic devices. The Reference Assistant is experienced in presenting the "reference interview" to a diverse patron base. They are aware of the library policies and procedures and are comfortable communicating these to staff and patrons alike.

Responsibilities

- Provides direct patron assistance with computer and digital resources
- Processes patron requests for materials including interlibrary loan items
- Familiar with online databases, informational resources, and reference best practices
- May assist in weeding or limited maintenance of online services
- Processes requests for materials using appropriate library applications, including requesting titles not available
- Assists in inter-department coverage if needed including assignment and completion of Youth Services projects

Qualifications and Education

- High school diploma/G.E.D. required; preference given to associates degree or Technician Assistant's Certificate
- Displays cultural competency when dealing with people from all ages and backgrounds
- Experience and proficiency with a variety of computer software and applications (Microsoft Suite, Social Media Apps, SirsiDynix, etc.)
- Strong and enthusiastic customer service skills

Working Conditions

- Regular evenings and weekends expected
- Ability to move and steer full book carts
- Access to reliable transportation
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library District

Job Description

Youth Services Department Head



Reports to the Library Director
Department: Youth Services
Classification: Exempt, regular full-time, hourly

General Statement

Under the direction of the Library Director, the Youth Services Department Head (YSDH) plans and directs all operations of the Youth Services Department. The YSDH ensures excellent programming and develops a comprehensive, relevant collection of materials, both print and electronic. The YSDH works directly with both Adult Services and Outreach & Programming to initiate outreach to children, teens, and families, including students in schools and young children in pre-schools and daycare centers.

Responsibilities

- Plans, conducts, and markets programming to children and teens, including Summer Reading; coordinates activities with Adult/Teen Services/Outreach departments
- Builds a broad collection of materials in various formats for all youth
- Has a passion and drive to promote library skills, readers advisory, lifelong learning, and a love of reading to youth and their families
- Participates in local, regional, and state organizations, keeping abreast of developments in service to youth and their families
- Hires, trains, and coaches Youth Services staff
- Collaborates with other department heads in fine-tuning library programming
- Assists other departments with coverage when necessary
- Other duties as assigned

Qualifications and Education

- MLIS preferred, other education & work experience considered
- Minimum two (2) years' experience in public libraries youth services department or working with children in an educational setting
- Ability to prioritize, delegate, supervise, and manage a diverse staff
- Aptitude for dealing with people of all ages and backgrounds
- Ability to communicate clearly, both verbally and in writing

Working Conditions

- Occasional travel to neighborhood schools
- Regular evening and weekend shifts required
- Lift up to 50lbs pounds, boxes of materials, tables, other furnishings with assistance
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing

Alpha Park Public Library District

Job Description

Youth Services Specialist



Reports to Department Head
Department: Youth Services
Classification: Non-exempt, regular full-time, hourly

General

Under the direction of the Department Head, the Youth Services Specialist should bring energy, fresh ideas, and a desire to learn, share, and teach. This position will assist the Department Head with collection development, programming, marketing, and community outreach. Other duties include assisting patrons, assisting with Summer Reading programming and events, teen events, and assembling programming materials. This position requires understanding of library policy and practices and the ability to relate these in a positive manor to patrons.

Responsibilities

- Assists in developing, performing, and promoting children's programming, which includes:
 - Summer reading programming, teen specific events, youth programming, and story times
- Actively participates in continuing education in all things youth library related
- Assists other departments in coverage if necessary
- Other duties as assigned

Qualifications and Education

- Bachelor's degree required; work experience in lieu of education considered
- Experience and aptitude for working with children
- At least one year working in a library or learning environment (education may substitute)
- Knowledge of children's literature
- Excellent communication, both written and oral
- Must be a self-starter able to take direction and feedback
- Must be organized with the ability to prioritize
- Proficient in utilizing library applications and software

Working Conditions

- Regularly scheduled evenings and weekends
- Lift up to 50lbs with assistance, push and steer book carts
- Ability to move easily from sitting to standing
- Comfortable climbing, jumping, squatting, sitting, and additional physicality involved in youth services programming

Alpha Park Public Library District

Job Description

Youth Services Assistant



Reports to: Youth Services Department Head
Department: Youth Services
Classification: Non-exempt, regular part-time, hourly

General Statement

The Youth Services Assistant brings energy, excitement, and a desire to learn. This position will assist the Department Head and Youth Services Specialist with basic library upkeep, programming, marketing, and community engagement. Other duties include assisting patrons, shelving, assisting with the Summer Reading Program, Teen Events, and assembling programming materials. The position requires a basic understanding of library policy and practices, and the ability to relate these in a positive manner to our patrons.

Responsibilities

- Creating displays and bulletin boards
- Assist with performing and promoting all children's programming
- Shelving, shelf reading, shifting projects, and other basic library maintenance tasks
- Assist with interdepartmental coverage when needed
- Other duties as assigned

Qualifications and Education

- Experience, aptitude, and desire to work with children
- Knowledge of/willingness to learn about children's literature
- Strong written and verbal communication
- Strong attention to detail
- Proficient in utilizing library applications and software and/or not averse to working with or learning new technology

Working Conditions

- Regularly scheduled evenings and weekends
- Lift up to 50lbs with assistance; push and steer loaded book carts
- Can move easily from a sitting to a standing position
- Standing/sitting for extended periods of time; ability to move safely and easily from sitting to standing