

TOULON PUBLIC LIBRARY DISTRICT
JOB DESCRIPTION March 2023

JOB TITLE: Lead Librarian

DESCRIPTION: The Lead Librarian position is responsible for supporting the Director in planning, directing, and overseeing the activities and operations of the Toulon Public Library District. The position will provide highly responsible and complex administrative support to the Library Director's Office.

DUTIES AND RESPONSIBILITIES:

- Participates in the preparation of the library annual budget and oversees non-personal expenditures including library and custodial supplies and equipment and services for building repairs.
- Oversees contractual services for cleaning, lawn care and snow removal operations and inspects building and grounds for contract compliance as needed.
- Manages library operations in the absence of the Director.
- Reviews and approves recommendations by library staff and/or revisions to library policies or programs; submits recommendations to the Director for final approval.
- Participates in formulating policies on book selection, service programs, publicity and public relations.
- Participates in conducting staff meetings regarding library policies, procedures and techniques.
- Is the backup OMA and FOIA designee for the library.
- Performs other duties as assigned by Board of Trustees or Library Director
- Sorts library mail
- Reports to the library director either via phone or email while director is on vacation/leave.
- Informs and updates library assistants at shift changes and informs them of their shift goals.

Participates in overseeing all duties that are performed for the library such as:

Resource Sharing Alliance (circulating database)

Interlibrary loan

Prepare news articles for the local newspaper and school newsletter, does ads

DESIRABLE TRAINING AND EXPERIENCE:

Minimum: - Associates degree related to library science or five to seven years previous supervisory or related work experience and five to ten years previous library experience.

PHSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; reach with hands and arms; climb stairs; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit and climb or balance. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

COMPENSATION:

40 hours per week non-exempt position. Salary range: minimum to \$25.00. Includes IMRF, vacation, and personal time.

Employee will be furnished with a desktop computer and email address for their use. In the event of a separation the library will retain ownership of both as well as the content created.

EMPLOYEE _____ DATE _____