

Linwood Community Library

Job Description

Position: Bookkeeper

Reports to: Director

Primary Function: Performs accounting duties including monthly reports, check writing, payroll and updating Quickbooks.

Essential Job Functions:

- Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed.

Qualifications / Skills:

- Developing Standards
- Analyzing Information
- Dealing with Complexity
- Reporting Research Results
- Data Entry Skills
- Accounting
- SFAS Rules
- Attention to Detail
- Confidentiality
- Thoroughness

Requirements:

- Bachelor's degree in accounting, finance, or related field
- CPA is a plus
- Previous bookkeeping experience preferred

General Requirements for All Library Employees

- Ability to project a professional workplace image
- Ability to adapt to change
- Ability to learn new computer skills, programs, and interfaces
- Ability to develop and maintain positive working relationships
- Ability to comprehend and follow library policies and procedures
- Ability to develop an awareness of library-wide operations
- Ability to exercise good judgment at all times
- Ability to meet physical requirements of the job

Schedule: Up to 10 hours per month.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee

Date

Library Director

Date

Linwood Community Library

Job Description

Position: Adult Services Coordinator

Reports to: Library Director

Primary Function: Performs circulation duties, including collecting adult materials, overseeing all ILL materials, and assisting with Linwood Genealogy.

Essential Job Functions:

- Performs all circulation desk duties using the automated Next Search system, including:
 - Checks materials in/out/renew per Library policies and procedures
 - Effectively searches for and reserves materials for patrons
 - Issues new patron cards and updates accounts
 - Assists with locating, routing, and preparing “hold” materials for patrons
 - Shelves materials and shelf-reads, maintaining the collection in alphabetical and/or Dewey Decimal order
- Creates item records for new acquisitions with assistance from the Director, creates spine labels, and processes new materials for shelving
- Leads Interlibrary Loan services, initiating patron requests and managing the materials throughout the process
- Provides exceptional customer service, reference, and reader’s advisory services to library patrons in person, by email, and over the phone

Other Duties:

- Instructs patrons on how to use online reference sources, online card catalogs, and databases on library computers
- Assists patrons with using library equipment and technology as needed
- Performs opening and closing procedures in staff and public areas
- Assists with library programs and displays
- Repairs worn and damaged materials
- Works with local history volunteer to preserve and catalog local history and genealogy materials
- Participates in staff meetings and community and professional activities directly related to areas of responsibility.

Requirements:

- High School diploma required, some college preferred
- A commitment to quality customer service
- Ability to communicate positively and effectively with the public and staff
- Experience working with individuals of all ages
- Strong computer skills, including experience with Windows operating system, Microsoft Office suite, printers, use of the Internet and Internet-based software programs, and wireless access

- Basic knowledge of search engine use and ability to perform complex searches
- General knowledge of library principles, practices, and materials and a desire to serve the public in a friendly, comfortable environment
- Ability to work a flexible schedule to meet the needs of the library, including working evening and weekend hours

Schedule: Up to 30 hours per week.

Physical and Cognitive Qualifications:

- Ability to read, write and understand written and verbal instructions proficiently in English
- Ability to speak and hear to communicate with patrons; ability to hear and see various forms of library media and materials
- Ability to utilize computer keyboard and monitor
- Ability to use alpha-numeric filing systems, including the Dewey Decimal system
- Ability to lift items ranging from 10-25 pounds and to push carts from 25-50 pounds
- Ability to reach heights up to six feet and bend to floor level
- Ability to perform repetitive hand movements using computer keyboard and opening/closing of library material casings

General Requirements for All Library Employees

- Ability to project a professional workplace image
- Ability to adapt to change
- Ability to learn new computer skills, programs, and interfaces
- Ability to develop and maintain positive working relationships
- Ability to comprehend and follow library policies and procedures
- Ability to develop an awareness of library-wide operations
- Ability to exercise sound judgment at all times
- Ability to meet physical requirements of the job

Disclaimer:

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Employee

Date

Library Director

Date

Linwood Community Library

Job Description

Position: Teen Services Coordinator

Reports to: Director

Primary Function: Plans, implements, and manages programs and services to children ages 13-18, their families, and caregivers. Is responsible for collection development for YA readers.

Essential duties and responsibilities:

- Plans, coordinates, delivers, and promotes a minimum of two programs per month designed to inform and entertain Teens and families
- Develops and maintains the YA collections by selecting, purchasing, weeding, and assigning appropriate call numbers
- Promotes the use of the library through tours, library instruction, and outreach for youth groups, community organizations, and schools in the Library District
- Provides exceptional customer service, reference, and reader's advisory services to library patrons, including children and caregivers, in person, online, and over the phone
- Performs all circulation desk duties using the automated Next Search system.

Knowledge, Skills & Abilities:

- Mastery of social media strategies and emerging trends.
- Superior oral and written communication, listening, and research skills.
- Creativity, enthusiasm, and commitment to working collaboratively.
- Strong ability to complete projects as directed and meet deadlines without supervision.
- Experience with event planning.
- Competency in public speaking and networking.
- Ability to treat patrons with a welcoming, caring, and supportive attitude.
- Ability to handle multiple responsibilities and interruptions.
- Ability to accept change and adapt to changes quickly.
- Ability to work with all staff members in a respectful, honest, and fair manner.
- Ability to maintain confidentiality concerning personal information for staff, along with the public.

Requirements:

- Some college required; a Bachelor's degree preferred
- Previous library experience and/or experience working with teens preferred
- Ability to plan and manage several projects simultaneously
- A commitment to quality customer service and the ability to communicate positively and effectively with patrons of all ages and staff
- Strong computer skills, including experience with Windows operating system, Microsoft Office suite, printers, use of the Internet and Internet-based software programs, and wireless access
- Basic knowledge of search engine use and ability to perform complex searches
- A desire to serve the public in a friendly, comfortable environment

- Ability to work a flexible schedule to meet the needs of the library, including working evening and weekend hours to assist with special programs and events

Physical and Cognitive Qualifications:

- Ability to read, write and understand written and verbal instructions proficiently in English
- Ability to speak and hear to communicate with patrons; ability to hear and see various forms of library media and materials
- Ability to utilize computer keyboard and monitor
- Ability to use alpha-numeric filing systems, including the Dewey Decimal system
- Ability to lift items ranging from 10-25 pounds and to push carts from 25-50 pounds
- Ability to reach heights up to six feet and bend to floor level
- Ability to perform repetitive hand movements using computer keyboard and opening/closing of library material casings

General Requirements for All Library Employees

- Ability to project a professional workplace image
- Ability to adapt to change
- Ability to learn new computer skills, programs, and interfaces
- Ability to develop and maintain positive working relationships
- Ability to comprehend and follow library policies and procedures
- Ability to create an awareness of library-wide operations
- Ability to exercise sound judgment at all times
- Ability to meet physical requirements of the job

Schedule: A minimum of 20 hours per week except for Summer Reading. Pay begins at \$13.00/hr. and provides PTO and paid CE opportunities.

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Employee

Date

Library Director

Date

Linwood Community Library

Job Description

Position: Adult Programming and Outreach Coordinator

Reports to: Director

Primary Function: The Adult Programming and Outreach Coordinator oversees the library's marketing and adult library programs, presentations, and community outreach designed to increase foot traffic and use of the library and collection development for all electronic resources.

Essential Job Functions:

- Producing and sending out the bi-monthly newsletter and the e-newsletter.
- Managing all of the library's social media accounts
- Scheduling and overseeing adult/family programming.
- Developing and creating signage and other promotional materials for use both inside the library and outside.
- Assisting in circulation and new item processing as needed.
- Develops and maintains all electronic resources by selecting, purchasing, weeding, and assigning appropriate call numbers.
- Providing general customer service at the library.
- Accepts responsibility as a professional in charge of the building and service area when so designated.
- Participates in staff meetings and community and professional activities directly related to their area of responsibility.
- Other duties as assigned.

Knowledge, Skills, & Abilities

- Mastery of social media strategies and emerging trends.
- Superior oral and written communication, listening, and research skills.
- Creativity, enthusiasm, and commitment to working collaboratively.
- Strong ability to complete projects as directed and meet deadlines without supervision.
- Experience with event planning.
- Competency in public speaking and networking.
- Ability to treat patrons with a welcoming, caring, and supportive attitude.
- Ability to handle multiple responsibilities and interruptions.
- Ability to accept change and adapt to changes quickly.
- Ability to work with all staff members in a respectful, honest, and fair manner.
- Ability to maintain confidentiality concerning personal information for staff, along with the public.

General Requirements for All Library Employees

- Ability to project a professional workplace image
- Ability to adapt to change
- Ability to learn new computer skills, programs, and interfaces
- Ability to develop and maintain positive working relationships
- Ability to comprehend and follow library policies and procedures
- Ability to create an awareness of library-wide operations
- Ability to exercise sound judgment at all times
- Ability to meet physical requirements of the job

Education, Experience & Training

- A high school diploma is required. In addition, a Bachelor's degree or one year of experience in communications, marketing, public relations, or related field is recommended.
- Experience in creating and managing social media content for an organization using Facebook, Twitter, Instagram, and YouTube is required.
- Experience in planning and implementing in-person and online events is preferred.
- Knowledge of using digital cameras and portable technology, such as an iPad, is preferred.
- Proficiency in using desktop publishing, video creation, and website management software is preferred.
- Proficiency with Internet, email, Microsoft Office Suite, and office equipment, i.e., copier, printer, fax, and telephone, is required.

Schedule: Up to 30 hours per week.

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Employee

Date

Library Director

Date

Linwood Community Library Job Description

Position: Youth Services Coordinator

Reports to: Library Director

Primary Function: Plans, implements, and manages programs and services to children ages birth to 12, their families and caregivers.

Essential Job Functions:

- Plans, coordinates, delivers, and promotes a minimum of two programs per month designed to inform and entertain children and families
- Develops and maintains the children's collections by selecting, purchasing, weeding, and assigning appropriate call numbers
- Promotes use of the library through tours, library instruction, and outreach for youth groups, community organizations, and schools in the Library District
- Provides exceptional customer service, reference, and reader's advisory services to library patrons, including children and caregivers, in person, online, and over the phone
- Performs all circulation desk duties using the automated Next Search system, including:
 - Checks materials in/out/renews in accordance with Library policies and procedures
 - Effectively searches for and reserves materials for patrons
 - Issues new patron cards and updates accounts
 - Assists with locating, routing, and preparing "hold" materials for patrons
 - Shelves materials and shelf-reads, maintaining the collection in alphabetical and/or Dewey Decimal order

Other Duties:

- Instructs patrons on how to use online reference sources, online card catalog, and databases on library computers
- Assists patrons with using library equipment and technology as needed
- Performs opening and closing procedures in staff and public areas
- Prepares statistics, reports, and presentations as needed
- Participates in staff meetings and community and professional activities directly related to areas of responsibility
- Performs other duties as assigned by the Director

Requirements:

- Some college required; a Bachelor's degree preferred
- Previous library experience and/or experience working with children preferred
- Ability to plan and manage several projects simultaneously
- A commitment to quality customer service and the ability to communicate positively and effectively with patrons of all ages and staff

- Strong computer skills, including experience with Windows operating system, Microsoft Office suite, printers, use of the Internet and Internet-based software programs, and wireless access
- Basic knowledge of search engine use and ability to perform complex searches
- A desire to serve the public in a friendly, comfortable environment
- Ability to work a flexible schedule to meet the needs of the library, including working evening and weekend hours to assist with special programs and events

Schedule: A minimum of 20 hours a week with additional hours as needed (such as during Summer Reading and Santa’s visit) up to 30 hours.

Physical and Cognitive Qualifications:

- Ability to read, write and understand written and verbal instructions proficiently in English
- Ability to speak and hear to communicate with patrons; ability to hear and see various forms of library media and materials
- Ability to utilize computer keyboard and monitor
- Ability to use alpha-numeric filing systems, including the Dewey Decimal system
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