



POSITION: Technology Manager

WAGE: Grade 16 \$25.77 - \$32.84 per hour

STATUS: Part-Time (30 hours per week)

GENERAL DESCRIPTION OF THIS POSITION:

Manages and supports the network, operation, integration, and enhancement of core library information systems and applications; provides user and operational support for all library systems; actively participates as a member of the library's Management Team.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

Support and maintenance of network, PCs, ILS, telephone system, and other technology

Documentation of systems and inventory of equipment

Create, modify, and maintain SQL reports

Plan, implement, and develop library systems and technology

Maintain PCI compliance for library

Work with library suppliers, vendors, and support technicians

Support for maintenance of, and public catalog integration with, library website

Coordinate and maintain collection of mobile hotspots

Train and assist staff and public on technology related issues

REQUIRED QUALIFICATIONS:

Bachelor's degree in Information Systems or related field, or equivalent combination of education and experience
Proficiency with various technologies, including PCs, CSS, Microsoft Windows server, current Microsoft operating systems, and more

Knowledge of IIS, basic networking, e-commerce, and PCI compliance

Skill in computers, networks and software setup, configuration, maintenance, troubleshooting, and repair

Experience with SQL

Strong organizational and analytical skills

Excellent verbal, written, and interpersonal communication skills

Ability to work collaboratively with library staff, public, vendors, and others with varied skill sets and technical knowledge

Dependability and flexibility in scheduling work hours and responding to system calls

Work experience in a library strongly preferred

APPLICATION PROCESS:

Interested persons should submit a letter of application, resume, and completed SDL application (found on website: www.salinelibrary.org) in a single document to:

Mary Ellen Mulcrone, Director

Saline District Library

555 N. Maple Rd., Saline, MI 48176

maryellen@salinelibrary.org

If accommodations are required to complete the application process, contact Ms. Mulcrone.

Applications received before Monday, August 10th will receive first consideration.

Anticipated start date of employment: September 8, 2020.



Office of Human Resources
City of Springfield, Illinois

James O. Langfelder, Mayor
James D. Kuizin, Director

CITY OF SPRINGFIELD
is seeking applicants for

LIBRARIAN III

The Lincoln Library is seeking an individual to manage the Youth Services Division. Develop and direct the operations of the Youth Services Division. Coordinate current activities while planning and recommending new methods and services as appropriate. Assume library-wide responsibility for establishing standards for youth services. Perform and direct highly complex and varied tasks requiring independent knowledge, its application and exercise of independent judgment. This position requires a Master's degree in Library Science with three years of experience in youth services and one year of supervisory experience. Weekend and evening work hours are required. **Current employees (where applicable) and persons hired or rehired after 1-1-17 shall maintain their bona fide residence within the corporate limits of the city during all periods of service. Newly hired or rehired employees have 12 months from date of hire to establish city residency.**

Salary commensurate with qualifications and experience

Apply to:

<http://www.springfield.il.us>

FINAL DATE TO APPLY: AUGUST 13, 2020 AT 11:00 PM CST

APPLICATIONS OPEN TO THE PUBLIC

IF ASSISTANCE IN APPLYING IS REQUIRED,
PLEASE NOTIFY THE OFFICE OF HUMAN RESOURCES

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER M-F-D-V

7/23/20

West Bloomfield Township Public Library Position Announcement

Position: Director

Reports to: Six-Member, Elected (Non-Partisan), Governing Library Board

Minimum Qualifications:

- Master's degree in library science from an ALA accredited school.
- Eligible for a permanent professional certificate from the Library of Michigan as required by state law for a Class VI library.
- Valid State of Michigan driver's license.
- Ten years of public library experience, with a minimum of 5 years of high-level administrative experience. Experience at the director or assistant director level.
- Completion of a successful background check.

Duties and Responsibilities:

The director serves as the chief executive officer of the library and is responsible for the administration and daily operations of all library functions within the mission, goals and policies established by the Library Board.

See http://www.wbllib.org/files/aboutus/employment/Library_Director.pdf for full position description of qualifications and abilities, duties and responsibilities and other details.

Salary Range: \$88,276 - \$125,860 depending on qualifications/experience. Full benefit package.

Deadline: August 25, 2020

Application:

Apply online at http://www.wbllib.org/aboutus/permanent_application.php. In addition to filling out the online application, please attach a cover letter and resume with three professional references who can speak to performance of administrative work. Anticipating a start date sometime in December 2020.

EMPLOYMENT OPPORTUNITY

The Bloomfield Township Public Library is seeking a professional and resourceful Circulation Clerk to support the Library's circulation needs. The Bloomfield Township Public Library is a Class 5 Library, with a service population of 42,000+ people. There is strong community support for the Library and its collections, services and programs offered. Technology is integrated into Library services. The successful candidate will have a strong commitment to provide quality service to the staff and the public and the desire to work in a collaborative, team environment.

POSITION TITLE: Circulation Clerk
DEPARTMENT: Circulation, reporting to Department Head

HOURS:

Part-time, 20 hours weekly, including some evenings and weekends.

WAGE & BENEFITS:

\$18.35 - \$24.24. Pro-rated paid time-off benefits, i.e., sick, personal business, vacation, holiday, and emergency time. Term life and disability income insurance provided.

RESPONSIBILITIES:

DIRECT PUBLIC SERVICE:

- provides positive, pleasant professional services to public at the Circulation desk
- handles money transactions
- directs library visitors to appropriate public service desks.

INDIRECT PUBLIC SERVICE:

- keeps statistics for reporting
- uses current technologies for communication
- performs closing procedures for Circulation desk
- oversees department in absence of supervisors.
- assists in the development and implementation of library policies and procedures.

PROFESSIONAL DEVELOPMENT:

- maintains knowledge of state-of-the art technologies and directions
- participates in professional organizations; seeks opportunities for professional growth and development.

DUTIES MAY INCLUDE:

- answer department telephone and check voicemail
- check out and in materials from the Library collection and (Michigan eLibrary)
- renew items over the telephone and at desk, resolve patron problems regarding renewals
- check contents of cases used to hold CDs, books on tape, DVD to verify all associated items returned
- process items returned damaged as well as items going to repair
- explain and collect overdue fines and fees for lost or damaged items
- discuss notes on patron record with patron, explaining and resolving any problems
- explain residency requirements to obtain library card
- process patron registration information verify accuracy of patron database
- collect fees for lost library cards
- run hold pickup notices periodically throughout the day
- retrieve tills from safe and count cash tills in morning to check accuracy
- balance cash tills at closing and take tills to safe
- complete assigned off desk duties
- assist clerical assistant staff with procedures in the absence of supervisors
- resolve patron problems in the absence of supervisors

- direct patron to appropriate department or desk for assistance
- check gate alarms on RFID (Radio-frequency identification) system
- show patrons how to use self-check machines

REQUIREMENTS:

MINIMUM:

- High school diploma
- experience working with Windows-based computers and cash registers.
- able to lift, push, and/or pull at least 20 pounds
- able to visually review materials and discern voice and audible tones.
- strong attention to detail
- dependable and flexible work habits.
- desire to serve the public in a positive manner.

DESIRABLE: Public library work experience in Circulation.

APPLICATION, RESUME, COVER LETTER: Due Friday, August 21, 2020. A clerical skills test must accompany your application; both application and test are available at the Library. Application is also available online at www.btpl.org/employment-volunteer/

Careers
Bloomfield Township Public Library
1099 Lone Pine Road
Bloomfield Township, MI 48302
248-642-5800
Fax: 248-642-4175
Email: careers@btpl.org

Applications can also be delivered to the Library in person.

*Bloomfield Township Public Library champions the power of words
to spark discovery and imagination.
For more information about the Library, visit our website: www.btpl.org*