



beloit public library

# Employment & Advancement Opportunities

**LIBRARY DIRECTOR:**  
 Oversees all Operations  
 Liaisons with Board  
 Liaisons with City  
 Community Relations  
 Starting Wage: \$35.11  
 Education:  
 Master's Degree

**LIBRARY BOARD:**  
 Strategic Plan Committee  
 Budget Committee  
 Personnel Committee  
 Foundation Liaison  
 FABL Liaison  
 ALS Representative

**MARKETING & COMMUNICATIONS COORDINATOR:**  
 Internal Communication  
*(among staff)*  
 Internal Marketing  
*(in library for patrons)*  
 External Communication  
*(with community partners)*  
 External Marketing  
*(for public at large)*  
 Outreach Coordination  
 Starting Wage: \$19.60  
 Education:  
 Bachelor's Degree

**BUSINESS MANAGER:**  
 Budget  
 Payroll  
 Personnel  
 Facilities  
 Starting Wage: \$23.60  
 Education:  
 Bachelor's Degree

**IT MANAGER:**  
 Maintain Technology/  
 Network  
*(for staff and public)*  
 Training  
*(in coordination with Head of Library Services)*  
 Programs  
*(in coordination with Head of Programming & Community Engagement)*  
 Starting Wage: \$23.60  
 Education:  
 Bachelor's Degree

**HEAD OF LIBRARY SERVICES:**  
 Welcoming environment  
*(supported self-service model)*  
 Staff Development  
 Customer Service Standards  
 Competencies for Public Service  
 New Employee Onboarding and Training  
 Expert/Specialized Service  
*(ensure availability)*  
 Ongoing Professional Development  
 Staff Recognition  
 Policies and Procedures  
*(updates and training)*  
 Starting Wage: \$24.76  
 Education:  
 Master's Degree

**HEAD OF LIBRARY RESOURCES:**  
 Collections  
*(print and digital)*  
 Cataloging and Processing  
 Selection and Weeding  
 Logistics and Procurement  
 Interlibrary Loan (ILL)  
 All Staff Scheduling  
*(via software)*  
 Starting Wage: \$24.76  
 Education:  
 Master's Degree

**HEAD OF PROGRAMMING & COMMUNITY ENGAGEMENT:**  
 Oversees All Aspects of Programming for All Ages  
 Planning  
 Coordinating  
 Implementing  
 Evaluating  
 Community Engagement  
*(with external organizations and groups)*  
 Program Recruitment  
*(“library spaces as conduit” philosophy)*  
 Library Displays  
 Starting Wage: \$24.76  
 Education:  
 Master's Degree

**Gateway/Internship**  
 Duties Will Vary  
 Starting Wage: Varies  
 Education: Varies

**Page**  
 Shelve Library Materials & Maintain Proper Order  
 Maintains Appearance of Customer Service Area  
 Assist in Customer Service Inquiries  
 Pull Customer Holds  
 Starting Wage: \$7.62  
 Education: High School Diploma or Equivalent

**Security Monitor**  
 Maintain a Pleasant/Secure Environment  
*(for staff and customers)*  
 Enforce Library Board Behavior Policy  
 Assertively Control Difficult Behavioral Situations  
 Starting Wage: \$9.48  
 Education: High School Diploma or Equivalent

**Senior Page**  
 All Page Duties  
 Train and Monitor Library Pages  
 Train Volunteers in Materials Management  
 Manage and Monitor Page Log  
 Use Library's ILS and Other Software As Needed  
 Starting Wage: \$9.48  
 Education: High School Diploma or Equivalent

**Custodial Aide**  
 Provide a Safe and Clean Facility through Regular Cleaning and Maintenance  
 Reports Repair Needs and Performs Minor Repairs  
 Delivers Internal Mail  
 Meeting Room Setup  
 Moves Delivered Boxes and Large Donations  
 Starting Wage: \$12.63  
 Education: High School Diploma or Equivalent

**LSI - Customer Experience**  
 Cooperate as a Team Member and Support the Library Service Model  
 Assist in Circulating Library Materials  
 Register New Borrowers  
 Collect Fines and Money for Items Sold at Checkout  
 Assist in Deliveries, Returns & New Materials  
 Answer Phone Inquiries  
 Provide Directional and Referral Information to Customers  
 Assist Customers with Digital Resources, ILL Requests, Computer Lab and searching for requested material  
 Starting Wage: \$13.29  
 Education: High School Diploma or Equivalent

**LSI - Customer Accounts**  
 LSI Job Functions  
 Library Card Creation & Maintain Customer Records  
 Oversee Fees, Fines & Overdue Process  
 Oversee Damaged and Missing Item Process  
 Oversee Delinquent Customer Accounts  
 Resolve Customer Complaints and Concerns  
 Starting Wage: \$14.60  
 Education: High School Diploma or Equivalent

**Administrative Assistant**  
 Secretarial Support  
*(for Leadership Team)*  
 Assist in Accounting of Monies  
 Process Invoices, Purchase Orders, Requisitions & Claims  
 Assists with Payroll and Paid Leave Entries  
 Maintain Meeting Room Calendar  
 Starting Wage: \$15.37  
 Education:  
 2 Years College

**LSII Programmer**  
 Create Engaging Programs  
*(for all ages)*  
 Mentor Program Presentations  
*(for staff)*  
 Prepare & Implement Passive Programs  
*(for all ages)*  
 Coordinate Children's Engagement Activities  
*(for staff and customers)*  
 Stay Current with Library Program Trends & Be Cognizant of Diversity and Inclusion  
*(with library community peers and local community partners)*  
 Starting Wage: \$16.93  
 Education:  
 Bachelor's Degree and/or Related Experience

**LSII Programmer/Volunteer Coordinator**  
 Coordinate All Aspects of the BPL Volunteer program  
 Train Volunteers and Monitor Volunteer Activities  
 Record Appropriate Statistics and Prepare Reports  
 Starting Wage: \$16.93  
 Education:  
 Bachelor's Degree and/or Related Experience

**LSII Resources**  
 All LSI Job Functions  
 Receives, Processes and Catalogs All Library Materials  
 Performs and Revises Copy Cataloging  
 Follows Set Procedure for All Original Cataloging  
 Maintains the Library's Shared Bibliographic Database  
 Other Duties  
*(including but not limited to) Acquisitions System Functions, Authority Control, Standing Orders, Serials and Periodicals, Supply Inventory and Ordering, Mending, Discarding, Staff Order Accounts and Reclassification Projects.*  
 Starting Wage: \$16.93  
 Education:  
 Bachelor's Degree and/or Related Experience