beloit public library

# Employment & Advancement Opportunities

### LIBRARY BOARD:

Strategic Plan Committee
Budget Committee
Personnel Committee
Foundation Liaison
FABL Liaison

### LIBRARY DIRECTOR:

Oversees all Operations
Liaisons with Board
Liaisons with City
Community Relations
Starting Wage: $40.60
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: $28.63
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: $28.63
Education:
Master'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: $28.63
Education:
Master'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: $27.28
Education:
Bachelor's Degree

### BUSINESS MANAGER:

Budget
Payroll
Personnel
Facilities
Starting Wage: $27.28
Education:
Bachelor's Degree

### DISCOVERY PLAYCE MANAGER:

Oversees All Aspects of Discovery PLAYce
Planning
Coordinating
Implementing
Evaluating
Discovery PLAYce Displays
Discovery PLAYce Collection
Starting Wage: $23.60
Education:
Bachelor's Degree

### 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: $22.66
Education:
Bachelor's Degree

### 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: $19.58
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: $19.58
Education:
Bachelor's Degree and/or Related Experience

### 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: $19.58
Education:
Bachelor's Degree and/or Related Experience

### Marketing Assistant

Create Graphics and Promotional Materials
Helps Schedule Social Media/e-Newsletters
Photograph/Record Events for Promotion
Support Website Maintenance
Starting Wage: $19.58
Education:
Bachelor's Degree and/or Related Experience

### 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: $17.76
Education:
2 Years College

### 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: $15.38
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: $14.60
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: $10.94
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: $10.94
Education: High School Diploma or Equivalent

### Page

Shelve Library Materials & Maintain Proper Order
Maintains Appearance of Customer Service Area
Assist in Customer Service Inquiries
Pull Customer Holds
Starting Wage: $8.80
Education: High School Diploma or Equivalent

### Gateway/Internship

Duties Will Vary
Starting Wage: Varies
Education: Varies