

In order to plan for the Illinois Heartland Library System, the System Directors reviewed the programs that are priorities for FY 2012. The following DRAFT position titles and position descriptions are positions that we believe should be considered for IHLS. These positions were used as basis for the DRAFT budget that is being presented to the Transition Board. The Directors recognize that it may not be possible to fill all of these positions and that there may be positions that need to be added as we finalize the annual plan. We also recognize that these positions need to be assigned a pay classification and education requirements. While that was done for purposes of a draft budget, it has not been completed to the extent that it would be appropriate to share with the Transition Board at this time. The order of these positions is in no particular order and does not reflect any priority order.

Position Title: Executive/Administrative Assistant:

Duties & Responsibilities: Perform a broad range of administrative duties for the Executive Director. Exercise independent judgment within agreed-upon parameters. Function as a communication link between the Executive Director and Staff and Board of Directors. May be responsible for scheduling regular and special meetings, preparing agendas, and keeping minutes of meetings. Review mail, prepares confidential correspondence, and maintains classified files. Work closely with the Executive Director, Senior staff and the Board of Directors to fulfill the organization's needs for System support services.

Position Title: Director of IT

Duties & Responsibilities: Direct plans, coordinates and supervises the operation of the System's network. Develop and oversee the management of a System-wide VPN. Oversee the management of firewall, email servers, and other network-related equipment. Provide backup of information on the System network. Conduct an inventory of current equipment (computers, printers, and peripherals) and software. Develop a replacement schedule for technology equipment; tracks software licensing; renew or update software and licenses as needed. Provide for the protection of the network from viruses and spam. Develop training for staff on use of the VPN and other computer equipment as needed. Assist the LLSAP with network issues and other duties related to the LLSAP. Maintain liaison with departments utilizing the facility. Responsible for staffing and training of personnel, budget proposals, and recommendations, analyzing operations data and instituting procedural changes where warranted.

Position Title: Webmaster

Duties & Responsibilities: Under general direction and in support of new or existing organizational needs, is responsible for the development,

modification and implementation and user support of Internet/Intranet web designs. Develop solutions from concept to implementation using web-related development technologies, based on need analysis. Develops and maintains a communication database. Responsible for web page development and other communication tools i.e. list serves, Works with IT Manager in development of System technology and software needs. Coordinates videoconferencing sessions.

Position Title: IT Support

Duties & Responsibilities: Assist the IT Manager in support of the network, Provide services when IT Manager is absent from building. Provide support to member libraries on issues related to the LLSAP software and hardware.

Position Title: Fiscal Officer

Duties & Responsibilities: Responsible for preparation of estimates of expenditures for management and analysis of records of current and past operations, variance, trends, and cost. Develop and maintain budgeting systems to control expenditures, manage the cash flow by estimating cash needs and investing available cash to coincide with needs. Initiate preliminary budget projections and assist the Executive Director in the preparation of the annual budget. Administer System Requests for Proposals and bidding procedures. Prepare payroll and billing procedures; prepare documentation for auditors, review audit reports and recommend changes to the financial management system. Maintain appropriate insurance inventories on fixed assets/ Act as IMRF agent for System, Be System contact for Local Records Act. Work with appropriate staff in preparation of financial reports required for grants. Manage the LLSAP Computer Development Fund. Handle correspondence relative to financial functions.

Position Title: Accounting Specialist--Accounts Payable

Duties & Responsibilities: Review invoices and check requests; sort and match invoices and check requests; set invoices up for payment; process check requests; prepare and process accounts payable checks, wire transfers, and ACH payments; reconciliation of payments; prepare analysis of accounts; monitor accounts to ensure payments are up to date; resolve invoice discrepancies; vendor file maintenance; correspond with vendors and respond to inquiries; produce monthly reports; assist in month-end closing. Assist with fixed asset inventory control.

Position Title: Accounting Specialist--Accounts Receivables (2)

Duties & Responsibilities: Maintain up-to-date billing system; follow up, collection and allocation of payments; carry out billing, including OCLC Billing, collection and reporting activities according to specific deadlines;

reconciliation of accounts; monitoring customer account details for non payments, delayed payments and other irregularities; maintain accounts receivable customer files; follow established procedures for processing receipts, cash, etc. Prepare bank deposits; investigate and resolve customer queries; process adjustments; organizing a recovery system and initiate collection efforts; communicating with customers via phone, email, mail, or personally. Assist with fixed asset inventory control.

Position Title: Human Resources

Duties & Responsibilities: In charge of benefit program for the System, including health, dental & life insurance, IMRF, and specific System benefit provision, i.e., sick leave, holidays, etc. Answer questions on employee benefits. Work with the union. Develop and maintain personnel manual. Develop Position descriptions and evaluation tools appropriate to the Position descriptions. Assist managers with the evaluation tools for supervised staff. Other standard HR functions.

Position Title: Membership Development (2)

Duties & Responsibilities: Understand the membership criteria of the System and develop a reporting mechanism to monitor compliance with those criteria. Contact libraries when a change in directorship has taken place to review the membership criteria. Respond to requests for information about membership. Review member reporting against criteria and make recommendations to the Board on changes of membership status. Make site visits as needed to libraries with developmental status or those approaching a change in status.

Position Title: Director of Resource Sharing/LLSAP

Duties & Responsibilities: Responsible for coordinating the work of the LLSAP Managers. Primary responsibility is to work with LLSAP Managers and members to move to a shared automation platform and shared database. Work on development of common policies and fee schedule. Oversee the training needs of the LLSAP. Oversee the resource sharing needs of the System members.

Position Title: Resource Sharing Manager

Duties & Responsibilities: Answer questions from members on interlibrary loan and reciprocal borrowing. Gather the annual non-resident fee information and place on IHLS web site. Provide information and training on OCLC interlibrary loan components. Coordinate the Overdrive consortiums in the System. Coordinate the Illinois Plinkit Project and provide training to Plinkit libraries.

Position Title: LLSAP Manager

Duties & Responsibilities: Administration and development of the LLSAP, provide continuing information to the LLSAP Governing Board, Liaison between Users Group and the system, Provide information to libraries interested in joining the LLSAP Prepare budget, grants, and reports related to the LLSAP. Work with the LLSAP vendor and others to restore service when the LLSAP is down, maintain an in-depth working knowledge of all aspects of the applications and operating software provided by the LLSAP vendor, plan and coordinate training needs of the LLSAP.

Position Title: LLSAP Support

Duties & Responsibilities: Provide multiple duties from trouble shooting problems LLSAP members have with the automation system i.e. help desk support, run reports, , set up library profiles, loans and tables policy files, collaborate with catalogers to troubleshoot and resolve database issues, do routine maintenance, provide backups of the system, develop curriculum and deliver training programs to member library staff., order and maintain barcode labels.

Position Title: Cataloger

Duties & Responsibilities: Perform original and copy cataloging of all formats of library materials to facilitate their identification, access, and use. Interpret and apply relevant standards such as Library of Congress subject headings, the Dewey Decimal System, Library of Congress classification, the AACR2, and the On-line Computer Library Center (OCLC) manuals in cataloging and classifying library materials. Consult with Members in order to resolve cataloging and database problems, answer questions, transmit information, and discuss options for handling library materials. Keep records of inquiries, complaints, and comments, as well as actions taken for members. Provide accurate and timely information in a language and format that is easily understood by members and colleagues.

Position Title: Cataloging Support

Duties & Responsibilities: Perform original and copy cataloging, for members, of all formats of library materials to facilitate their identification, access, and use. Interpret and apply relevant standards such as Library of Congress subject headings, the Dewey Decimal System, Library of Congress classification, the AACR2, and the On-line Computer Library Center (OCLC) manuals in cataloging and classifying library materials. Provide enhanced MARC records to appropriate regional library systems. Keep records of completed and pending database maintenance by library system. Provide accurate and timely information in a language and format that is easily understood by members and colleagues.

Position Title: Trainer (2)

Duties & Responsibilities: Develop and train 300 member libraries in the LLSAP on the use of the automation software including but not limited to circulation, barcoding, reports, serials, copy cataloging, and evaluate delivered training. Coordinate class scheduling. Training will be presented both in person sessions and online.

Position Title: WebJunction Assistant

Duties & Responsibilities: Verify that created WJIL accounts belong to an Illinois library staff member or associate, monitor all WJIL site activities including requests for affiliation (account registration), course registrations, and discussions, provide support for TechAtlas. Assist with supporting and troubleshooting Adobe Connect and assist users with use of this meeting tool.

Position Title: Grants Manager

Duties & Responsibilities: Seek grants to further the operations and strategic plan of the System. Assist member libraries with the writing of grant proposals.

Position Title: Clerical Support

Duties & Responsibilities: A clerical position working with System staff to provide copy services for preparation of training packets, coordinate the collection of membership compliance documents. Assist in member communication and development of newsletters. Includes receptionist duties, i.e., answering phone, directing calls, taking messages, etc.

Position Title: Operations/Delivery Coordinator

Duties & Responsibilities: Oversee the maintenance of facilities, hire custodial staff. Determine preferred vendors for repairs to the HVAC and other physical aspects of the buildings. Work with the director on the sale of the buildings. Oversee the maintenance of delivery and staff (consulting) vehicles including the development of preferred vendor list for vehicle maintenance, i.e., oil changes and repairs. Develop a replacement schedule for vehicles. Oversee operation of delivery including hiring and training of drivers, development of routes and delivery schedules. Monitor the gathering of delivery statistics

Position Title: Custodian

Duties & Responsibilities: Cleaning of facilities, including but not limited to dusting, sweeping, cleaning of bathrooms, windows, and washing of hard surface floors.

Position Title: Delivery/Site Supervisor (4 one for each hub)

Duties & Responsibilities: Provide daily supervision of drivers, schedule vacations of drivers, and provide back-up drivers when called. Drive a short route from the hub. Supervise and assist in the sorting of materials including ILDS. Train two drivers in sorting and labeling of ILDS. Provide basic custodial services including but not limited to emptying waste baskets, check restrooms for supplies, sweep floors as needed.

Position Title: Delivery Driver

Duties & Responsibilities: Drive a delivery route to deliver library materials to member libraries. Obey all traffic rules. Sort materials for delivery, maintain delivery vehicle according to procedures. Backup the Delivery Supervisor in the sorting and labeling of ILDS, if needed.

Position Title: Page/Sorter

Duties & Responsibilities: Responsible for assisting in sorting materials picked up during delivery. Packing materials for delivery the next day, possible preparing ILDS delivery.