



## ALA-APA Salary Survey Position Descriptions Librarian and Non-MLS Positions

### **Accountant**

Computes and prepares reports and analyses as requested by organization personnel. Calculates and checks work sheets prior to closing general ledger. Posts, balances and reconciles general ledger accounts. Prepares profit and loss statement and balance sheets, and computes required financial statements and statistical reports as directed. Computes, checks and files tax returns.

### **Administrative/Executive Assistant (expanded in 2007)**

Performs secretarial duties for a department and its staff. Prepares correspondence. Operates word processing equipment as required. Composes correspondence from written materials provided. Maintains personal files and department records. Arranges and schedules meetings and appointments. Takes, screens and places telephone calls, and acts as Receptionist as needed. Compiles standard reports with data that is provided.

### **Beginning Librarian (non-MLS) (new in 2007)**

Persons hired in the last six months for full-time work, but no professional experience after receiving the degree.

### **Book Repairer**

Checks the condition of the materials and determines the most suitable method of repairing. Recreates packaging, labels and barcodes.

### **Bookkeeper**

Performs diversified duties in maintaining accounting records. Verifies credits and deductions. Checks allocation of charges on bills payable. Maintains and balances petty cash account. Pays minor expenses, prepares daily cash balance figures, and weekly transaction report. Checks employee expense accounts. Prepares monthly receipts and disbursement summaries, takes trial balances, locates discrepancies, and reconciles bank statements. Compiles special reports. Analyzes facts to determine action to be taken, within the limits of standard practice.

### **Bookmobile Driver**

Driver loads and unloads materials. Drives to and from specified locations. Assists patrons with material selection. Checks in and out materials.

### **Building Maintenance**

Performs routine and preventive maintenance as directed. Performs various repairs requiring general knowledge of carpentry, plumbing, HVAC, and electrical and mechanical repair. Operates lawn mowing and snow blowing equipment. Arranges meeting rooms for special events.

**Clerk - Access Services (new in 2007)**

Performs duties in Circulation, Interlibrary Loan or Reserve departments. Checks in and out materials; inspects materials for damage, verifies due date and collects fines and fees; assists patrons with basic informational questions; sorts materials and prepares for reshelving; issues and updates identification cards according to established procedures. Performs routine duties requiring the use of a variety of forms, reports or procedures. Provides basic patron assistance, locates materials, provides information. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying.

**Clerk - Accounting (Payables)**

Processes vendor invoices, matches with purchase order, verifies payment authorization, computes discount, assigns budgetary account, draws checks and prepares for mailing; maintains vendor records and files; performs miscellaneous bookkeeping duties as required. Performs routine duties requiring the use of a variety of forms, reports or procedures. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying.

**Clerk – Acquisitions**

Orders and receives new materials; works with collections staff to determine most appropriate sources; checks shipments to ensure correct quantity, material and quality. Performs routine duties requiring the use of a variety of forms, reports or procedures. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying.

**Clerk - Archives and Special Collections**

Manages and maintains collection; identifies and appraises records, authenticates, describes and documents, facilitates access and use, preserves and conserves, and exhibits collection. Performs routine duties requiring the use of a variety of forms, reports or procedures. Provides basic patron assistance. Maintains departmental or area records.

Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying.

**Clerk - Children's Services/Young Adult Services**

Provides services intended for children and youths through twelfth grade; develops collection, provides homework and reader's advisory services, and develops age appropriate programs. Provides basic patron assistance: Locates materials, provides information. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying.

**Clerk – Generalist (new in 2007)**

Performs duties in several departments or functional areas.

**Clerk - Government Documents**

Provides access to publications of the U.S. federal government such as transcripts of hearings and text of bills, resolutions, statutes, reports, charters, treaties, periodicals and statistics. Performs routine duties requiring the use of a variety of forms, reports or procedures. Provides basic patron assistance: locates materials, provides information. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying.

### **Clerk - Instructional Services/Literacy**

Advances learning, teaching and research with respect to information literacy in higher education; assists patrons to develop the ability to read and write. Performs routine duties requiring the use of a variety of forms, reports or procedures. Provides basic patron assistance: locates materials, provides information. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying.

### **Clerk - Media Services**

Develops and manages non-print library materials such as files, video recordings, audio recordings, CD-ROMs, computer software, etc. Performs routine duties requiring the use of a variety of forms, reports or procedures. Provides basic patron assistance: locates materials, provides information. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying.

### **Clerk - Outreach/Bookmobile**

Provides services and programs to homebound, disabled, institutionalized or other underserved patrons. Performs routine duties requiring the use of a variety of forms, reports or procedures. Provides basic patron assistance: locates materials, provides information. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying.

### **Clerk - Reference/Information Services**

Assists patrons with questions; instructs in the selection and use of appropriate tools and techniques for finding information. Conducts searches for materials; contributes to reference collection development. Performs routine duties requiring the use of a variety of forms, reports or procedures. Provides basic patron assistance: sets up computer stations, locates materials, provides information. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying.

### **Clerk - Technical Services (new in 2007)**

Acquires, organizes (bibliographic control), physically processes and maintains library collections. Provides assistance to patrons including topical research and material location. Assists patrons with the use of library resources and equipment. Screens the collection for outdated or unused materials following established guidelines. Provides basic patron assistance: locates materials, provides information. Maintains departmental or area records. Performs miscellaneous clerical duties such as filing, typing, sorting or photocopying.

### **Collection Development/Management**

Analyzes community and library data to determine areas of the collection which need updating. Selects materials to update the collection. Performs related work as required.

### **Computer Lab Assistant**

Monitors the operation of adult and/or youth computer labs. Assists patrons with questions and problem resolution. Enforces computer lab rules. May assist with installation, operation and configuring of personal computer hardware and software. Investigates reoccurring problems and recommends course of action to supervisor. May perform back-up operations and print reports.

### **Copy Cataloger**

Performs copy cataloging for print and non-print materials using OCLC, AACRII, MARC, DDC and local consortium standards. Edits previously cataloged materials. Serves a resource for other library personnel concerning cataloging rules and practices.

**Department Head/Branch Manager/Coordinator/Senior Manager (non-MLS) (new in 2007)**

Persons who supervise one or more professional librarians.

**Deputy/Associate/Assistant Director (non-MLS) (new in 2007)**

Persons who report to the Director and manage major aspects of the library operation (e.g., technical services, public services, collection development, systems/automation).

**Development Manager**

Manages and may participate in all aspects of library's annual fund development program. Identifies potential donors and maintains donor database. Responsible for maintaining budgets of delegated programs and may supervise staff.

**Director (non-MLS) (new in 2007)**

Chief officer of the library or library system.

**Driver**

Drives a library vehicle to pick-up and deliver library material between libraries, systems and branches. Determines sequence of loading for delivery purposes. Performs basic maintenance on vehicle. Informs supervisor when additional vehicle maintenance is necessary.

**Facility Engineering Manager (Maintenance)**

Responsible for grounds, buildings and building equipment. Supervises the installation, maintenance and repair of: electrical, gas, air, and water installations; fire sprinklers; the operation of building equipment and facilities; janitorial services; and the maintenance of grounds. Works with outside contractors and architects on building construction as necessary. Plans, lays out and assigns work, involving diagnosing and remedying difficult problems. Reports defective equipment and recommends the replacement of obsolete or damaged equipment when estimates of repair costs are excessive. Expedites building repairs in construction to avoid production delays. Performs normal supervisory functions in a department with seldom more than 10 persons.

**Grant Proposal Writer**

Researches and investigates grant opportunities. Prepares grant proposals in accordance with funder's giving policies, guidelines and criteria.

**Graphic Artist**

Designs unique, original materials based on aesthetic trends. Plans layout and creates materials such as brochures, manuals, advertisements, reports, newsletters and forms using a variety of desktop publishing software. Researches and recommends the purchase of related software and hardware. Organizes and implements desktop publishing and operating methods and procedures.

**Human Resources Assistant**

Organizes and maintains records, and files government reports as scheduled. Maintains employment statistical data and prepares related reports. Assists in employment activities involving interviewing, verifying qualifications, and checking references. Assists in administering employee benefit programs. Responds to employee inquiries on matters related to library programs and activities.

### **Human Resources Manager**

General responsibility for all personnel activities, such as employment, training, wage and salary administration, safety and working conditions, employee counseling, and personnel records. Investigates, advises, and prepares policies affecting personnel, and consults and advises on interpretation and administration. Conducts union contract negotiations as required. Advises management on interpretation of policy.

### **Information Technology (IT) Manager**

Manages day-to-day IT operations including systems analysis, programming, and computer and auxiliary operations. Directs the development and maintenance of systems. Determines and recommends department budgets and analyzes controllable expenditures. May plan and coordinate the evaluation and effectiveness of existing data processing applications and the feasibility and potential value of new applications. May assist staff and patrons with troubleshooting equipment or software problems.

### **Inter-Library Loan Assistant**

Coordinates materials loaned through the inter-library loan system for patrons, other libraries and institutions. Searches databases and the Internet for inter-library loan requests utilizing ISBN, ISSN and citation numbers. Determines best sources for materials.

### **Janitorial Cleaner**

Cleans assigned areas using power equipment as needed. Cleans drinking fountains, offices partition windows and lavatories. Replenishes supplies.

### **Librarian Who Does Not Supervise (Non-MLS) (new in 2007)**

Persons who were not reported as Beginning Librarians and who do not have supervisory responsibilities.

### **Library Technical Assistant - Access Services (new in 2007)**

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**Manager/Supervisor of Support Staff (non-MLS)**

Persons who supervise support staff in any part of the library but do not supervise professional librarians.

**Office Manager**

Assumes direct responsibility for filing, mail, communications, and printing departments. Implements and follows through on general office policies. Confers with other departments regarding the purchasing of office equipment, systems, and procedures affecting more than one department, and the hiring and transferring of employees and office salary structure. Prepares payroll tax returns and performs payroll accounting for organization as required. Maintains retention schedule for library records.

**Payroll Administrator**

Makes a variety of computations on employee overtime, shift premiums and various payroll deductions, following standard procedures, to prepare payroll. Summarizes and reconciles payroll sheets. Investigates and resolves payroll problems, responding to employee requests. Maintains and updates database records. Generates federal and state tax documents. Prepares special payroll analysis reports.

**Processing Assistant**

Prepares materials for placement throughout the library. Prepares spines, labels and barcodes. May send materials to outside bindery for processing. May perform simple repairs as needed. Transfers processed materials to appropriate department.

**Public Relations Officer**

Promotes and administers public relations policies and programs such as special events, news articles, and audio and visual communication media. Maintains relations with newspaper, radio and TV media, community groups and agencies, school districts and Board of Trustees.

**Receptionist**

Operates multiple line telephone console or PBX switchboard and greets visitors. Receives incoming calls, secures identity of callers, and connects to proper parties. Takes and relays messages. Places outgoing calls. Announces and directs calls to proper party. Registers individuals and issues visitor badges. Maintains required records. Performs a wide variety of clerical duties as time permits, such as word processing, record posting and maintenance.

**Security (Discipline Monitor)**

Makes regular watch rounds of premises outside of scheduled working hours, where frequency of trips and stations is prescribed. Checks buildings, equipment and materials for leaks, fires, unauthorized individuals and other conditions. Ensures that all entrances and windows are secured, and that elevator and fire doors are closed. Makes written report of all irregularities or unusual circumstances.

**Senior Accountant**

Oversees clerical activities in connection with payables, debits, or credits. Prepares work sheets, analyzes to verify accuracy, prepares monthly journal entries, statements, monthly balance sheet, monthly statements, profit and loss, subsidiary, and other analyses and statements, following prescribed procedures.

**Serials Processing Assistant**

Orders, receives and prepares library subscriptions. Updates online systems to reflect holdings, locations and identity. Monitors subscription status, processes invoices and renewals, and resolves issues with vendors as needed.

**Shelver/Page**

Moves and unloads carts. Shelves materials in appropriate locations. Shelf-reads assigned areas and straightens collection as needed. Removes out-of-place materials for reshelving.

**Systems Administrator**

Provides system management and operation support to the activities and resources required to provide quality computer operations processing and applications system resource management and availability. Sets up and implements standards for computer operations, uses software support tools to process scheduling, reports, report generation, database administration, system data backups, performance tuning and security.

Troubleshoots and resolves problems associated with local and wide area network environments. Has responsibilities for dealing with hardware and software vendors and technical support issues. Troubleshoots PC software, coordinates with help desk and sets connections to broadband/baseband networks.

**Technical Support/Computer Technician (new in 2007)**

Installs, maintains, repairs computers, peripheral devices and software. May conduct training. Troubleshoots and resolves problems associated with local and wide area network environments. Has responsibilities for dealing with hardware and software vendors and technical support issues. Troubleshoots PC software, coordinates with help desk and sets connections to broadband/baseband networks. May conduct training.

**Volunteer Coordinator**

Coordinates all volunteers and volunteer programs. Assesses volunteer needs. Recruits, screens and places volunteers. Works with staff ensure proper orientation given and evaluates performance. May develop and coordinate volunteer recognition programs.

**Web Content Administrator**

Develops, provides, and authorizes website content to increase traffic, support and promote services, and gain content visibility. Manages and performs website editorial activities including gathering and researching information that enhances the value of the site. May oversee data control technicians and writers dedicated to website.

**Webmaster**

Responsible for the library's Internet and or Intranet technical functions. Maps the flow of the site, creates general graphics, provides specifications to the web authors, developers, and outside vendors for the development of databases, interactive applets, and custom graphics. Supervises development efforts including content, design and production, site maintenance and updating. Acts as a liaison between the site and users.