



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

Mabel Boswell Memorial Library
201 Prickett Road, Bryant, AR 72022

Adult Programmer Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 4
Pay Range: \$16.06 - \$24.10 hourly

Reports to: Community Engagement Mgr
Department: Community Engagement
Location: Bob Herzfeld Memorial Library

Summary

The Adult Programmer is responsible for planning and implementing quality adult programming and assisting patrons through a wide variety of library resources.

Qualifications

High school diploma required; undergraduate degree in communications preferred. Two years of experience in a public service setting required; public library experience preferred. Must be organized, friendly, self-motivated, and committed to providing excellent public library programs and services.

Required Knowledge, Skills, and Abilities

- General knowledge of event planning best practices
- Knowledge of marketing and public relations principles
- Excellent oral and written communications skills and interpersonal skills
- Excellent customer service skills
- Computer fluency and willingness to learn new technologies
- Ability to effectively plan, administer, and evaluate events and programs
- Ability to work a flexible schedule, including evenings and Saturdays
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds

Responsibilities

- Offers diverse virtual and live programming in order to meet the wide range of needs and interests of adult patrons, and that goes beyond the programmer's own interests.
- Homebound Deliveries could be assigned to this position.
- Recording and editing videos for virtual program if necessary.
- Responsible for every aspect of program and event execution including planning, organizing, supply ordering, promotion, setup, instruction, clean up, and evaluation.
- Continuously researches new program and event ideas to keep programming fresh and exciting.
- Works as effective team member to further shared goals of Community Engagement Department and library.
- Coordinates with managers to schedule staff assistance for events when necessary.
- Assists in creation and maintenance of virtual programming database.

- Answers telephone and provides back-up at public help desks. Answers a variety of questions including technology and computer help, reader's advisory, and general research.





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Assistant Branch Manager Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 5.4
Pay Range: \$18.20 - \$27.30 hourly

Reports to: Branch Manager
Department: Branch
Location: Mabel Boswell Memorial Library

Summary

The Assistant Branch Manager is responsible for assisting in the management of circulation, materials shelving, and resolving patron issues.

Qualifications

Bachelor's Degree plus two years of public library experience preferred. Strong leadership qualities, sound judgement, self-motivation, and the commitment to providing excellent service in a public library are essential.

Required Knowledge, Skills, and Abilities

- Computer fluency and willingness to learn new technologies
- Knowledge of professional library principles and practices
- Expertise in library's resources, services, classification system, policies, and procedures
- Must like working with people and be able to cooperate with other staff
- Ability to make decisions and supervise the work of others
- Must be able to work a flexible schedule, including evenings and Saturdays
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.

Responsibilities

- Works with the Branch Manager to ensure all service desks are covered
- Troubleshoots problems and issues for patrons and public service staff
- Recommends new circulation processes to increase efficiency and accuracy
- Familiarizes self with library policies to reach expert level
- Monitors patron behavior and enforces library code of conduct
- Ensures circulation desk is clean and orderly, and that holds are properly maintained
- Maintains circulation supplies and requests appropriate orders
- Serves as selector for adult DVDs at branch

- Keeps informed of library activities such as programs, room bookings, and general news, and communicates them to branch employees
- Handles damaged/missing items
- Acts as Passport Manager/Agent for Bryant Location
- Assists Friends of the Library with used book store
- Other duties as assigned





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Branch Library Assistant: Programming Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 3
Pay Range: \$14.23 - \$21.35 hourly

Reports to: Branch Manager
Department: Branch
Location: Mabel Boswell Memorial Library

Summary

The Branch Library Assistant: Programming is responsible for providing outstanding customer service to library patrons and collaborates with Adult Programmers to provide quality adult programming.

Qualifications

High School Diploma, customer service experience, and programming/event planning experience preferred. The successful applicant needs to be friendly, outgoing, motivated, and committed to providing excellent service in a public library environment.

Required Knowledge, Skills, and Abilities

- Candidate should be computer literate and willing to learn new technologies
- Knowledge of popular reading materials, movies, and music
- Must like working with people and be able to cooperate with all staff
- Must possess the temperament and good judgment to effectively work with the general public and patrons, some of whom may be irate or unreasonable
- Excellent oral and written communications skills and interpersonal skills
- Accuracy in clerical skills such as typing and barcode scanning
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.
- Ability to work a flexible schedule, including evenings and Saturdays

Responsibilities

- Provides outstanding customer service to patrons of all ages
- Checks materials in and out using barcode scanner and RFID system
- Registers patrons for new cards and enters data into system accurately and efficiently
- Assists patrons in locating materials and provides reader's advisory assistance
- Provides passport service and maintains US Passport agent certification
- Collaborates with Community Engagement Department to provide assistance for adult programming for Bryant branch patrons
- Coordinates and runs Seed Library for both locations
- Familiarizes self with library policies and adheres to them

- Monitors patron behavior and enforces library code of conduct
- Answers telephone and assists patrons with renewals, lost items, and materials or services questions
- Other duties as assigned





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Branch Library Assistant Job Description

Job Type: Part Time, 29 hours per week
Pay Grade: 2
Pay Range: \$13.01 - \$19.51 hourly

Reports to: Branch Manager
Department: Branch
Location: Mabel Boswell Memorial Library

Summary

The Branch Library Assistant is responsible for all public service operations including circulation, reference, and technology help.

Qualifications

High School Diploma, customer service experience, and programming/event planning experience preferred. The successful applicant needs to be friendly, outgoing, motivated, and committed to providing excellent service in a public library environment.

Required Knowledge, Skills, and Abilities

- Candidate should be computer literate and willing to learn new technologies
- Knowledge of popular reading materials, movies, and music
- Must like working with people and be able to cooperate with all staff
- Must possess the temperament and good judgment to effectively work with the general public and patrons, some of whom may be irate or unreasonable
- Accuracy in clerical skills such as typing and barcode scanning
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.
- Ability to work a flexible schedule, including evenings and Saturdays

Responsibilities

- Provides outstanding customer service to patrons of all ages from the Public Services desk
- Provides technology and computer assistance to adult and youth patrons
- Checks materials in and out using barcode scanner and RFID system
- Registers patrons for new library cards and enters data into system accurately and efficiently
- Assists patrons in locating materials and provides reader's advisory assistance
- Helps patrons with a wide variety of computer tasks such as setting up emails, creating social media accounts, and filling out web forms
- Continuously learns new and changing technology
- Familiarizes self with library policies and adheres to them
- Monitors patron behavior and enforces library code of conduct

- Shelves materials as needed
- Answers telephone and assists patrons with renewals, lost items, and materials or services questions
- Other duties as assigned





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Branch Manager Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 7
Pay Range: \$23.09 - \$34.63 hourly

Reports to: Library Director
Department: Branch
Location: Mabel Boswell Memorial Library

Summary

The Branch Manager is responsible for directing all activities of the branch library including operations, resources, and staff.

Qualifications

Master's in Library Science from an ALA accredited university plus 2 years of supervisory experience are required. Strong leadership qualities, sound judgment, self-motivation, and the commitment to providing excellent service in a public library are essential.

Required Knowledge, Skills, and Abilities

- Computer fluency and willingness to learn new technologies, plus expert level Polaris knowledge
- Knowledge of professional library principles and practices
- Expertise in library's resources, services, classification system, policies, and procedures
- Must like working with people and be able to cooperate with other staff
- Ability to make decisions and supervise the work of others. Ability to make a schedule to fit patron demand.
- Ability to work a flexible schedule, including evenings and Saturdays
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.

Responsibilities

- Supervises branch employees and makes schedule; assigns work and tasks to employees
- Reviews and approves branch employees' timesheets
- Collection development for branch, including books and supplies
- Familiarizes self with library policies to reach expert level
- Monitors patron behavior and enforces library code of conduct
- Ensures library is clean, orderly, and that systems and equipment are maintained and functioning
- Books Meeting Room and Heritage Room

- Leads staff and establishes a strong morale among branch employees by keeping informed of library news and cultivating an environment of high motivation
- Works closely with Public Services Manager to ensure processes and policies are followed consistently between locations
- Serves on Executive Committee alongside Library Director, Library Manager, HR Manager, Community Engagement Manager, Building Operations Manager, and Systems Administrator.
- Other duties as assigned





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Branch Shelver Job Description

Job Type: Part Time, 18 hours per week
Pay Grade: 1
Pay Range: \$11.79 - \$17.69 hourly

Reports to: Branch Manager
Department: Branch
Location: Mabel Boswell Memorial Library

Summary

The Branch Shelver is responsible for sorting and shelving all materials.

Qualifications

Must be at least 16 years old, be able to lift 50 lbs., and be able to stand and work on his/her feet for at least 6 hours at a time. The successful applicant needs to be friendly, outgoing, motivated, and committed to providing excellent service in a public library environment.

Required Knowledge, Skills, and Abilities

- Candidate should be computer literate and willing to learn new technologies
- Knowledge of popular reading materials, movies, and music
- Must like working with people and able to cooperate with other staff
- Accuracy in shelving materials according to Dewey Decimal System
- Able to work a flexible schedule, including evenings and Saturdays
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 50 pounds.

Responsibilities

- Sorts materials onto carts
- Maintains the library shelves through shelving, straightening, and reading and fronting shelves
- Occasionally assists with front desk duties, such as checking materials in and out, and answering patron questions





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Branch Youth Services Programmer: Children Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 4
Pay Range: \$16.06 - \$24.10 hourly

Reports to: Branch Manager
Department: Branch
Location: Mabel Boswell Memorial Library

Summary

The Branch Youth Services Programmer: Children is responsible for all aspects of special and recurring children's programs, outreach, assisting patrons, and providing reader's advisory.

Qualifications

High School diploma plus two years of customer service and program planning experience are preferred. This position requires you to be outgoing, friendly, helpful, energetic, and committed to providing excellent service to children and their caregivers in a public library setting.

Required Knowledge, Skills, and Abilities

- Candidate should be computer literate and willing to learn new technologies
- General knowledge of popular reading materials, movies, and music; expert level knowledge in children's materials
- Must like working with people and be able to cooperate with other staff. Teamwork skills are essential.
- Knowledge of professional library principles, practices and trends
- Expertise in library's resources, services, classification system, policies and procedure
- Ability to work a flexible schedule, including evenings and weekends
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.

Responsibilities

- Plans and executes special and recurring programs for children including promotion, supply ordering, set up, execution, and cleaning
- Participates in Children's Collection Development at the Branch
- Plans and conducts outreach visits to schools, daycares, and other community organizations
- Prepares and performs songs and stories for a wide age range
- Familiarizes self with library policies and adheres to them
- Plans and executes children's field trips to the library and prepares and conducts storytimes
- Builds and monitors library displays; hangs and takes down event flyers and signs
- Monitors downstairs help desk and provides reader's advisory
- Assists with adult and teen programming and visiting groups as needed
- Assists in cleaning of the shared storage spaces, and unpacks carts and materials when finished
- Other duties as assigned



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Branch Youth Services Programmer: Teens Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 4
Pay Range: \$16.06 - \$24.10 hourly

Reports to: Branch Manager
Department: Branch
Location: Mabel Boswell Memorial Library

Summary

The Branch Youth Services Programmer: Teens is responsible for all aspects of special and recurring teen's programs, outreach, assisting patrons, and providing reader's advisory.

Qualifications

High School diploma plus two years of customer service and program planning experience are preferred. This position requires you to be outgoing, friendly, helpful, energetic, and committed to providing excellent service to children and their caregivers in a public library setting.

Required Knowledge, Skills, and Abilities

- Candidate should be computer literate and willing to learn new technologies
- General knowledge of popular reading materials, movies, and music; expert level knowledge in children's materials
- Must like working with people and be able to cooperate with other staff. Teamwork skills are essential.
- Knowledge of professional library principles, practices and trends
- Expertise in library's resources, services, classification system, policies and procedure
- Ability to work a flexible schedule, including evenings and weekends
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.

Responsibilities

- Plans and executes special and recurring programs for teens including promotion, supply ordering, set up, execution, and cleaning
- Participates in Young Adult Collection Development at the Branch
- Plans and conducts outreach visits to schools, daycares, and other community organizations
- Prepares and performs songs and stories for a wide age range
- Familiarizes self with library policies and adheres to them
- Plans and executes children's field trips to the library and prepares and conducts storytimes
- Builds and monitors library displays; hangs and takes down event flyers and signs
- Monitors downstairs help desk and provides reader's advisory
- Assists with adult and children's programming and visiting groups as needed
- Assists in cleaning of the shared storage spaces, and unpacks carts and materials when finished
- Other duties as assigned



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Building Operations Manager Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 7.3
Pay Range: \$26.75 - \$40.13 hourly

Reports to: Library Director
Department: Building Operations
Location: Bob Herzfeld Memorial Library

Summary

The Building Operations Manager is responsible for managing all information technology and operations activities including administration and automation, communication, and network systems, facility maintenance, security and risk assessment procedures for the Saline County Library.

Qualifications

Bachelor's degree in Computer Science or similar preferred. Strong problem solving skills, sound judgement, self-motivation, and the commitment to providing excellent service in a public library are essential.

Required Knowledge, Skills, and Abilities

- Computer fluency and willingness to learn new technologies
- Knowledge of software development methodologies and full software development life cycle
- Knowledge of servers, systems administration principles, client architecture, AD, DHCP, DNS, Exchange, Server2012, LAN/WAN/VPN, VLAN, WAP, and VOIP
- Must like working with people and be able to cooperate with other staff
- Ability to make decisions and supervise the work of others
- Position requires light lifting and carrying of up to 40 pounds
- Able to work a flexible schedule, including evenings and weekends

Responsibilities

- Supervises and checks timesheets for IT Support Specialist, Maintenance Coordinator and Housekeepers
- Supervises the daily operation of the library's automated systems and workstations, remaining on call at all times
- Assists with IT issues for the Mid-Arkansas Regional Library System libraries
- Troubleshoots hardware and software issues related to Windows operating systems and servers
- Responsible for design, implementation, integration, and daily operations of the library's automation and communication systems
- Monitors Wi-Fi traffic and cloud endpoint protection daily
- Serves as point of contact for fire protection, access control system and security system

- Serves as project manager on all new IT system and product implementations
- With the Maintenance Coordinator, researches and makes recommendations for large purchases and repairs to ensure functioning of building operations
- Coordinates purchases of supplies and equipment for IT and Maintenance staff
- Coordinates the library's emergency response team and conducts safety drills with staff
- Familiarizes self with library policies to reach expert level
- Serves on Executive Committee alongside Library Director, Library Manager, Branch Manager, HR Manager, Community Engagement Manager, and Systems Administrator.





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Cataloging Librarian Job Description

Job Type:	Full-Time, 40 hours per week	Reports to:	Collections Manager
Pay Grade:	5	Department:	Collections
Pay Range:	\$16.67 - \$25.01 hourly	Location:	Bob Herzfeld Memorial Library

Summary

The Cataloging Librarian is responsible for cataloging materials for the Saline County Library.

Qualifications

Master's Degree in Library Science from an ALA accredited university (or progress towards a degree) plus 2 years of public library experience. The successful applicant needs to be friendly and self-motivated with a professional demeanor.

Required Knowledge, Skills, and Abilities

- Computer fluency and willingness to learn new technologies
- Experience using an integrated online system
- Excellent organizational skills
- Knowledge of public library trends
- Knowledge of library materials
- Ability to perform original and copy cataloging of materials in all formats including AACR2 and MARC formats and Library of Congress subject headings
- Must like working with people and be able to cooperate with other staff
- Expertise in library's resources, services, classification system, policies and procedures
- Position requires light lifting and carrying of up to 40 pounds

Responsibilities

- Performs original and copy cataloging of all materials
- Assists with InterLibrary Loan Requests
- Categorizes and classifies library materials following library standards and guidelines
- Inputs details about new materials into library catalog and ensures all materials can be retrieved easily
- Fills in for other staff in the collections process as needed
- Stays informed of new collections, genres, and item types within the library system and adjusts records accordingly
- Offers input and suggestions for building, maintaining, and classifying existing and new material collections
- Answers telephone and assists patrons with renewals, lost items, and materials or services questions



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Collections Assistant Job Description

Job Type:	Full-Time, 40 hours per week	Reports to:	Collections Manager
Pay Grade:	3	Department:	Collections
Pay Range:	\$14.23 - \$21.35 hourly	Location:	Bob Herzfeld Memorial Library

Summary

The Collections Assistant is responsible for the receipt and proper distribution of all materials for the Saline County Library.

Qualifications

Bachelor's Degree plus 2 years of public library experience. The successful applicant needs to be friendly and self-motivated with a professional demeanor. Strong leadership qualities, sound judgment, self-motivation, and the commitment to providing excellent service in a public library are essential.

Required Knowledge, Skills, and Abilities

- Computer fluency and willingness to learn new technologies
- Knowledge of public library trends
- Must like working with people and be able to cooperate with other staff
- Familiarity with data entry and ability to maintain accurate records
- Position requires light lifting and carrying of up to 40 pounds

Responsibilities

- Receives materials shipments and reviews packing slips for accuracy
- Assists with InterLibrary Loan Requests
- Ensures received items are all in good condition and returns any damaged items
- Completes receiving process in SirsiDynix for all items
- Checks ordering information such as price and source and creates notation on each item in the event that item is damaged or lost and must be billed
- Adds barcodes and property stamp to all new materials
- Maintains new book collection
- Processes damaged materials by replacing cases and making recommendations of replacement items
- Answers telephone and assists patrons with renewals, lost items, and materials or services questions
- Helps catalog materials as needed



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Collections Manager Job Description

Job Type:	Full-Time, 40 hours per week	Reports to:	Library Director
Pay Grade:	6	Department:	Collections
Pay Range:	\$20.65 - \$30.97 hourly	Location:	Bob Herzfeld Memorial Library

Summary

The Collections Manager is responsible for managing all collections activities including receipt, cataloging, and organization of all materials for the Saline County Library.

Qualifications

Master's Degree in Library Science from an ALA accredited university plus 2 years of public library experience OR 10 years of public library experience. Knowledge of cataloging using the Dewey Decimal System and AACR2, strong leadership qualities, sound judgment, self-motivation, and the commitment to providing excellent service in a public library are essential.

Required Knowledge, Skills, and Abilities

- Computer fluency and willingness to learn new technologies, plus expert level Polaris knowledge
- Knowledge of professional library principles and practices
- Expertise in library's resources, services, classification system, policies and procedures
- Must like working with people and be able to cooperate with other staff
- Ability to make decisions and supervise the work of others
- Position requires light lifting and carrying of up to 40 pounds
- Able to work a flexible schedule, including nights (until 7:00 p.m.) and Saturdays

Responsibilities

- Supervises Collections staff, tracks schedules, and assigns work and tasks to employees
- Assists with InterLibrary Loan Requests
- Familiarizes self with library policies to reach expert level
- Ensures that materials are cataloged and made shelf ready in a timely manner
- Ensures Collections Department and workroom are clean and orderly
- Maintains collections supplies and requests appropriate orders
- Manages and coordinates special projects assigned to Collections Department
- Ensures daily delivery of the bags to and from the branch

- Makes sure materials are made shelf ready by labeling with call numbers, adding security, and wrapping books with protective covers
- Designates materials that are on hold for patrons
- Does final inspection on all materials and ensures materials get to their designated locations





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Community Engagement Manager Job Description

Job Type: Full-Time, 40 hours per week

Pay Grade: 7

Pay Range: \$23.09 - \$34.63 hourly

Reports to: Library Director

Department: Community Engagement

Location: Bob Herzfeld Memorial Library

Summary

The Community Engagement Manager oversees planning, implementation, and evaluation of all marketing and communications activities for the Saline County Library system.

Qualifications

Bachelor's Degree in Marketing or related field is required. This position requires you to be organized, innovative, self-motivated, and committed to developing a brand identity that supports the library's mission and goals.

Required Knowledge, Skills, and Abilities

- Computer literacy and willingness to learn new technologies. Expertise needed in Adobe Creative Suite
- Must like working with people and be able to cooperate with other staff
- Knowledge of public library and nonprofit marketing trends
- A positive attitude and professional demeanor to represent the library at programs and community events
- Ability to speak in public to a wide variety of audiences, and to network with other professionals in Saline County

Responsibilities

- Builds partnerships with local businesses, community organizations, and community leaders to further strengthen the library's relationship with the community
- Manages brand identity and creates and approves library's graphic art including ads, brochures, flyers, cards, etc.
- Ensures execution of diverse, high-quality adult programming
- Ensures completion and distribution of library communications including Experiences Magazine, e-newsletters and e-blasts, and press releases
- Ensures library's participation in community-wide events. This includes setting up booths, attending meetings, and speaking
- Updates and manages all social media accounts
- Develops library's marketing plan

- Assists the administrative team with community input and communications for the annual report and strategic plan
- Uses marketing data to promote specific library services to certain areas of the county
- Manages staff and approves schedules and timesheets
- Serves on Executive Committee alongside Library Director, Library Manager, Branch Manager, HR Manager, Building Operations Manager, and Systems Administrator.





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Community Librarian Job Description

Job Type: Full-Time, 40 hours per week
Pay Grade: 5
Pay Range: \$16.67 - \$25.01 hourly

Reports to: Community Engagement Mgr
Department: Community Engagement
Location: Bob Herzfeld Memorial Library

Summary

The Community Librarian is responsible for building and developing community partnerships, overseeing the non-fiction, local history and genealogy collections, and providing outstanding service to patrons.

Qualifications

Master's in Library Science from an ALA accredited university plus 2 years of public library experience are required. Must be organized, friendly, self-motivated, and committed to providing excellent customer service.

Required Knowledge, Skills, and Abilities

- Computer fluency and willingness to learn new technologies
- Knowledge of professional library principles and practices
- Expertise in library's resources, services, classification system, policies and procedures
- Expert level knowledge in the library's nonfiction, and electronic resources.
- Must like working with people and be able to cooperate with other staff
- Ability to work a flexible schedule, including evenings and Saturdays
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.

Responsibilities

- Oversees the non-fiction, local history/genealogy collections including ordering and weeding books, manuscripts, photographs, databases, microfilm, newspapers, obituaries and other resources.
- Plans and conducts periodic genealogy programs—virtual or in-person depending on circumstances—in conjunction with programmers and marketing staff.
- Develops and maintains community partnerships by attending meetings and planning activities with partners e.g. library participation in blood bank drives, flu shot clinics, Saline Cares, Kiwanis, etc.
- Speaks at community events and assists in library outreach.
- Works with Outreach Librarian and Marketing department to coordinate library's participation in big community events such as parades.
- Works with Outreach Librarian to maintain Book Boxes throughout community.

- May be called upon to assist at the public help desk especially to answer more specific research questions for genealogy/local history, but also for technology and computer help, reader's advisory, and general research.
- Answers telephone and assists patrons with renewals, lost items, and materials or services questions.





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Financial Coordinator Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 4
Pay Range: \$16.06 - \$24.10 hourly

Reports to: HR Manager
Department: Administration
Location: Bob Herzfeld Memorial Library

Summary

The Financial Coordinator is responsible for maintaining the financial duties of the Saline County Library, including bill pay and accurate record keeping of all financial transactions.

Qualifications

Bachelor's Degree in Accounting or Business Administration preferred plus experience with non-profit financial management. Sound judgment, integrity, and attention to detail are essential.

Required Knowledge, Skills, and Abilities

- Computer and office equipment fluency and willingness to learn new technologies
- Accuracy in record keeping and work product
- Must like working with people and be able to cooperate with other staff
- Professional demeanor and ability to maintain confidentiality of records
- Strong written and verbal communication skills
- Experience using QuickBooks or similar accounting software preferred

Responsibilities

- Assists Director with preparation of the annual budget
- Implements financial policies and communicates effectively with Public Services, Bryant Branch, and Building Operations Departments to ensure accurate money acceptance procedures
- Processes vendor invoices
- Pays bills in a timely manner and tracks payments as needed
- Keeps accounting of sales tax owed and sends monthly report to the Department of Finance and Administration
- Ensures security for all staff credit cards and verifies charges
- Reconciles bank account monthly
- Prepares financial statements for Board of Trustees and attends bi-monthly board meetings
- Assists with annual audit by providing requested records and answering questions
- Maintains and digitizes financial files and records
- Displays enthusiasm and initiative in assisting in library wide activities such as summer reading programs and the book sale
- Coordinates full-time employee enrollment on library vehicle insurance policy



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Housekeeper Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 1
Pay Range: \$11.79 - \$17.69 hourly

Reports to: Building Operations Manager
Department: Building Operations
Location: Bob Herzfeld Memorial Library

Summary

The Housekeeper is responsible for all interior housekeeping activities at the Bob Herzfeld and Mabel Boswell Memorial Libraries.

Qualifications

High School Diploma and a valid Arkansas Driver's License are required.

Required Knowledge, Skills, and Abilities

- Knowledge of commercial cleaning supplies, procedures, and techniques
- Able to accurately estimate time and materials requirements for assigned cleaning duties
- Ability to communicate and work cooperatively with other library staff
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.

Responsibilities

- Maintains an inventory of cleaning and maintenance supplies and requests purchases
- Vacuums carpets and sweeps and mops hard floors
- Cleans bathrooms as needed and replaces paper products daily
- Dusts and cleans library shelves, blinds, tables and chairs
- Cleans and disinfects stainless steel water fountains and elevators
- Ensures meeting room and board room are in good condition
- Waters plants
- Ensures upstairs entry way and circulation desk are in clean condition to prepare for building opening
- Occasionally cleans offices and workrooms by sweeping or vacuuming
- Cleans staff breakroom
- Light cleaning of the Gann Museum when necessary and occasional deep clean



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Human Resources Manager Job Description

Job Type: Full-Time, 40 hours per week
Pay Grade: 7
Pay Range: \$23.09 - \$34.63 hourly

Reports to: Library Director
Department: Administration
Location: Bob Herzfeld Memorial Library

Summary

The Human Resources Manager is responsible for personnel record keeping, facilitating compliance with HR laws, managing staff benefits and payroll, and handling the interviewing and hiring process for both branches.

Qualifications

Bachelor's Degree in Human Resources, Management or related field and 3 years of human resources experience are required. A professional demeanor and strong initiative to be a library leader are essential.

Required Knowledge, Skills, and Abilities

- Computer and office equipment fluency and willingness to learn new technologies
- Knowledge of all applicable employment laws including, but not limited to, ADA, FLSA, FMLA, and OSHA
- Must like working with people and be able to cooperate with and motivate staff
- Accuracy in record keeping and work product
- Professional demeanor and ability to maintain confidentiality of records

Responsibilities

- Oversees all human resources transactions, such as job postings, interviewing, new hire onboarding, disciplinary actions, and investigations
- With the Director, sets new hire pay rates based on compensation policy
- Maintains personnel files and ensures all employee data is current and accurate
- Manages and performs all aspects of payroll
- Serves as benefits administrator and plans annual staff open enrollment
- Maintains Personnel Policy and Employee Handbook and recommends updates as needed
- Monitors performance evaluations and assists managers as needed
- Schedules and leads staff development and training with Library and Branch Managers
- Creates innovative programs for staff to boost morale and efficiency
- Supervises Financial Coordinator
- Serves on Library Executive Committee and as Secretary to Board of Trustees
- Counts money drawer weekly
- Other duties as assigned



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

Mabel Boswell Memorial Library
201 Prickett Road, Bryant, AR 72022

IT Support Specialist Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 4
Pay Range: \$16.06 - \$24.10 hourly

Reports to: Building Operations Manager
Department: Building Operations
Location: Bob Herzfeld Memorial Library

Summary

The IT Support Specialist is responsible for daily management and routine maintenance of installed applications, servers, networks, and all related IT equipment for the Saline County Library.

Qualifications

2 years of experience in a public library or IT department are required. Willingness to aid staff and patrons with technology, self-motivation, and the commitment to providing excellent service in a public library are essential. Must have great communication, analytical and problem-solving skills with a well-rounded background in technology.

Required Knowledge, Skills, and Abilities

- Computer fluency and willingness to learn new technologies, plus knowledge of Symphony and SirsiDynix.
- Ability to troubleshoot LAN/WAN networking configurations including switches, routers, firewalls, VPN, and wireless access points
- Ability to troubleshoot servers, Microsoft Active Directory, DHCP, DNS, Email, and SQL Database services
- Working knowledge of telecommunications systems including VOIP, Video and Digital Voice
- Must like working with people and able to cooperate with other staff
- Position requires light lifting and carrying of up to 40 pounds
- Able to work a flexible schedule, including 1 Saturday a month.
- Will work in the Mabel Boswell Memorial Library 2 days a week

Responsibilities

- Installation, configuration, and maintenance of servers, networking equipment, desktop PCs, laptops and software applications for IT systems including email, document management, printing, database, and remote access
- Performs troubleshooting of IT systems to identify and resolve issues in a timely manner
- Familiarizes self with library policies to reach expert level
- Organizes, sets-up, and instructs for audio visual needs of staff and patrons
- Provides IT assistance in computer lab and with devices for patrons via the Ask Here Desk

- Responsible for assisting MidArk Regional Libraries with Technical Issues
- Helps deliver materials between branches as needed
- Responsible for keeping up to date with assigned help desk tickets
- Responsible for maintaining the Gann Museum computer equipment
- Other duties as assigned





Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

Mabel Boswell Memorial Library
201 Prickett Road, Bryant, AR 72022

Library Assistant Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 2
Pay Range: \$13.01 - \$19.51 hourly

Reports to: Public Services Manager
Department: Public Services
Location: Bob Herzfeld Memorial Library

Summary

The Library Assistant is responsible for providing outstanding customer service to library patrons from the Public Services desk.

Qualifications

High School Diploma and customer service experience preferred. The successful applicant needs to be friendly, outgoing, motivated, and committed to providing excellent service in a public library environment.

Required Knowledge, Skills, and Abilities

- Candidate should be computer literate and willing to learn new technologies
- Knowledge of popular reading materials, movies, and music
- Must like working with people and be able to cooperate with all staff
- Must possess the temperament and good judgment to effectively work with the general public and patrons, some of whom may be irate or unreasonable
- Accuracy in clerical skills such as typing and barcode scanning
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.
- Ability to work a flexible schedule, including evenings and Saturdays

Responsibilities

- Provides outstanding customer service to patrons of all ages from the Public Services desk
- Checks materials in and out using barcode scanner and RFID system
- Registers patrons for new cards and enters data into system accurately and efficiently
- Assists patrons in locating materials and provides reader's advisory assistance
- Provides passport service and maintains US Passport agent certification
- Familiarizes self with library policies and adheres to them
- Monitors patron behavior and enforces library code of conduct
- Monitors the Ask Here desk and computer lab
- Answers telephone and assists patrons with renewals, lost items, and materials or services
- Other duties as assigned



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

Mabel Boswell Memorial Library
201 Prickett Road, Bryant, AR 72022

Library Assistant: Marketing Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 3
Pay Range: \$14.23 - \$21.35 hourly

Reports to: Public Services Manager
Department: Public Services Manager
Location: Bob Herzfeld Memorial Library

Summary

The Library Assistant: Marketing Assistant is responsible for providing outstanding customer service to library patrons from the Public Services desk and assisting Marketing with various tasks.

Qualifications

High School Diploma and customer service experience preferred. The successful applicant needs to be friendly, outgoing, motivated, and committed to providing excellent service in a public library environment. Adobe Suite, web design, and graphic design experience preferred.

Required Knowledge, Skills, and Abilities

- Candidate should be computer literate and willing to learn new technologies
- Knowledge of popular reading materials, movies, and music
- Must like working with people and be able to cooperate with all staff
- Must possess the temperament and good judgment to effectively work with the general public and patrons, some of whom may be irate or unreasonable
- Accuracy in clerical skills such as typing and barcode scanning
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.
- Ability to work a flexible schedule, including evenings and Saturdays

Responsibilities

- Provides outstanding customer service to patrons of all ages from the Public Services desk
- Checks materials in and out using barcode scanner and RFID system
- Registers patrons for new cards and enters data into system accurately and efficiently
- Assists patrons in locating materials and provides reader's advisory assistance
- Provides passport service and maintains US Passport agent certification
- Familiarizes self with library policies and adheres to them
- Monitors patron behavior and enforces library code of conduct
- Monitors the Ask Here desk as needed
- Answers telephone and assists patrons with renewals, lost items, and materials or services questions

- Works up to two hours a week on marketing duties such as updating website, designing materials, organizing inventory, creating graphics and other tasks as needed. Additional hours must be approved by manager, if time is available.

