



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: Part Time, 29 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 Part Time 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.
- Must be able to work approximately 25 hours per week
- 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 library cards and enters data into system accurately and efficiently
- Assists patrons in locating materials and provides reader's advisory assistance
- Continuously learns new and changing technology Familiarizes self with library policies and adheres to them
- 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
- Other duties as assigned



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Library Director Job Description

Job Type: Full-Time, 40 hours per week
Pay Grade: 9
Pay Range: \$35.30 - \$52.96 hourly

Reports to: Board of Trustees
Department: Administration
Location: Bob Herzfeld Memorial Library

Summary

The Library Director is responsible for overseeing the Saline County Library system consisting of the Bob Herzfeld Memorial Library and the Mabel Boswell Memorial Library branch.

Qualifications

Master's degree in Library Science from an ALA accredited university plus a minimum of 5 years administrative experience that demonstrates management ability and leadership qualities required to perform the essential functions of this position. Experience working with or reporting to a governing board is highly desirable.

Required Knowledge, Skills, and Abilities

- Computer and office equipment fluency and willingness to learn new technologies
- Must like working with people and be able to cooperate with and motivate staff
- Professional demeanor and ability to maintain confidentiality of records
- Must be able to effectively multitask and keep track of ongoing projects and timelines simultaneously
- Ability to work a flexible schedule, including evenings and Saturdays

Responsibilities

- Recommends to the Library Board an annual budget of approximately \$3,000,000 and provides regular financial reports to the Board
- Administers special projects required by the library and Library Board such as building programs and millage campaigns
- Responsible for the library's strategic planning process
- Works closely with various departments and offices of the county government including the Quorum Court
- Coordinates and directs activities of various library departments concerning personnel, resources, equipment, services, and programs
- Supervises Library Manager, and managers of HR, Branch, Collections, Community Engagement and Building Operations departments
- Works closely with and provides support to managers to ensure services and policies are implemented efficiently and communicated effectively throughout library system



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Library Manager Job Description

Job Type:	Full-Time, 40 hours per week	Reports to:	Library Director
Pay Grade:	8	Department:	Administration
Pay Range:	\$31.64 - \$47.46 hourly	Location:	Bob Herzfeld Memorial Library

Summary

The Library Manager is responsible for overseeing the Public Services and Youth Services departments and ensuring outstanding customer service is delivered uniformly from public-facing departments.

Qualifications

Master's degree in Library Science from an ALA accredited university plus 5 years of supervisory experience. 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
- Must like working with people and be able to motivate staff and foster teamwork across department lines
- Professional demeanor and ability to maintain confidentiality of records
- Must exercise sound judgment, identify and assess problems, and decisively implement appropriate solutions or recommendations
- Ability to effectively multitask and keep track of ongoing projects and timelines simultaneously
- Ability to work a flexible schedule, including evenings and Saturdays

Responsibilities

- Supervises managers of Public Services and Youth Services departments, and fosters teamwork and cohesion among departments. Ensures public desks are well-staffed
- Resolves daily issues among public-facing departments and suggests policy and procedure changes
- Focuses overall effort on providing exceptional customer service, including rallying the main library team around this goal and resolving patron complaints as needed
- Builds partnerships with local businesses, community organizations, and community leaders
- Responsible for coordinating and implementing projects such as Adopt-a-Street, virtual book sales, and gift bag sales. Some projects will be in collaboration with Community Engagement Manager and Friends of the Library
- Administers special projects required by the library and Library Board such as building programs and millage campaigns
- Coordinates and schedules all adult volunteers and community service workers
- Schedules and leads staff development and training with HR and Branch Manager
- Serves on Executive Committee alongside Library Director, Branch Manager, HR Manager, Community Engagement Manager, Building Operations Manager, and Systems Administrator.



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Maintenance Coordinator 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 Maintenance Coordinator is responsible for all general maintenance of the buildings, grounds, and equipment at both library locations.

Qualifications

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

Required Knowledge, Skills, and Abilities

- Ability to perform basic carpentry, electric work, and equipment maintenance and repair
- Ability to operate a riding lawn mower and other landscaping tools
- Position requires walking and standing for long periods. Requires heavy lifting and carrying of 50 pounds or more.
- Ability to maintain working relationships with representatives of companies with contractual service agreements, including HVAC systems, fire alarm, and elevator operations
- Ability to communicate and work cooperatively with other library staff

Responsibilities

- Performs basic repairs on buildings and components such as doors, furniture, locks, etc.
- Performs building upkeep activities including touch-up painting, shampooing carpets, etc.
- Performs minor electrical work required to replace ballasts, light bulbs, and tubes.
- Performs general labor that requires climbing ladders, carrying heavy objects, and using tools for repair.
- Collects trash daily from the Benton building and three times per week from the Bryant building.
- Inspects and spot-cleans Bryant building restrooms three times per week; assists with other cleaning duties at either location as needed.
- Maintains lawn and grounds by planting, mowing, raking, mulching, and trimming (in conjunction with outside lawn service).
- Power washes building exteriors and sidewalks as needed.
- Delivers transit items between Benton and Bryant locations daily. Stocks book lockers as needed. May occasionally provide book delivery between Mid-Ark library locations.

- Assists in meeting room setup and tear down for library-led programs
- Responsible for basic maintenance of the Gann Museum
- Responsible for library vehicle maintenance
- May be called in to address emergency situations such as water leaks, HVAC problems, and inclement weather preparations.
- Other duties as assigned.





Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Marketing Coordinator Job Description

Job Type: Full-Time, 40 hours per week	Reports to: Community Engagement Mgr
Pay Grade: 5.2	Department: Community Engagement
Pay Range: \$17.29 - \$25.93 hourly	Location: Bob Herzfeld Memorial Library

Summary

The Marketing Coordinator assists in the planning, implementation, and evaluation of communications and marketing activities for the Saline County Library system.

Qualifications

Bachelor's Degree in Marketing, Graphic Design, Communications or related field preferred. 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 and Canva
- 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

- Creates flyers and graphic art to promote library events, programs, and services
- Manages website, including writing news stories, creating posts and pages, and adding staff profiles
- Takes pictures at library events, attends meetings, and runs booths at community events
- Creates content and updates social media accounts
- Conducts community marketing research and focus groups to assist in strategic planning
- Makes recommendations for new services
- Analyzes data to create targeted marketing promotions, including outreach at schools and community centers
- Creates e-newsletter and magazine each month

- Oversees video editing for all virtual programs
- Acts as a programmer liaison which includes; attending programming meetings, providing support for promotion and video assistance when needed, and suggesting ideas
- Assists in updating Marketing plan and establishing Saline County Library's brand
- Communicates with local media through press releases, weekly emails, and interviews





Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

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.





Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Outreach Coordinator 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 Outreach Coordinator is responsible for coordinating outreach efforts, and developing outreach activities to promote library programming, resources and services

Qualifications

2 years of public library experience or 5 years of marketing, community outreach, or event planning experience are required. Must be organized, friendly, self-motivated, comfortable at multi-tasking, and committed to providing excellent public library programs and services.

Required Knowledge, Skills, and Abilities

- Computer fluency and willingness to learn new technologies
- Expertise in library's resources, services, classification system, policies and procedures
- General knowledge of popular reading materials, movies, and music
- 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
- Confidence in make connections in the community and among organizations

Responsibilities

- Responsible for every aspect of outreach program and event execution including planning, organizing, supply ordering, promotion, set up, instruction, cleanup, and evaluation
- Attends community events as representative of the library.
- Works with Community Engagement Manager to coordinate library's participation in big community events.
- Works public help desk as needed. Answers a variety of questions including technology and computer help, reader's advisory, general research, and patron account information.



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

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.





Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Youth Services Assistant Job Description

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

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

Summary

The Youth Services Assistant is responsible for assisting patrons, providing reader's advisory, and general maintenance of the Youth Services Department.

Qualifications

High School diploma plus two years of customer service 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
- Knowledge of popular reading materials, movies, and music
- Must like working with people and be able to cooperate with other staff. Teamwork skills are essential.
- Ability to multitask and maintain efficiency with frequent distractions
- 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

- Assists patrons in locating materials and provides reader's advisory assistance.
- Familiarizes self with library policies and adheres to them.
- Monitors patron behavior and enforces library code of conduct, while maintaining a good relationship with youth visitors and their caregivers.
- Maintains a neat, fun, inviting, and safe children's space by hanging decorations, cleaning, and picking up.
- Hangs and takes down flyers and signs.
- Assists in youth programs and the preparation of children's crafts and programs.
- Answers telephone and assists patrons with renewals, lost items, and materials or services questions.
- Provides computer and technology help to youth patrons.
- Makes recommendations for updates, services, or programs related to children's services.
- Other duties as assigned.



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Public Services Manager Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 6
Pay Range: \$20.65 - \$30.97 hourly

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

Summary

The Public Services Manager is responsible for managing all Public Services staff and activities including circulation, materials shelving, and resolving patron issues

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
- Knowledge of professional library principles and practices
- Expertise in library resources, services, classification system, policies and procedures
- Must like working with people of all ages and be able to cooperate with other staff
- Ability to make sound decisions and supervise the work of others. Ability to make a schedule to fit patron demand.
- 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

- Supervises public services employees including creating desk schedule, delegating tasks, monitoring activities, and approving timesheets
- Leads staff and establishes strong morale by setting a motivated, enthusiastic, and helpful tone for the department to create an environment that displays true customer service
- Directs circulation activities, shelving, and training for public services staff
- Drives the department forward by continually improving efficiency and recommending and implementing new circulation processes and patron services
- Serves as selector for adult fiction collection
- Monitors patron behavior and enforces library code of conduct
- Coordinates with Youth Services and Community Engagement Departments on projects
- Works closely with Branch Manager to ensure processes and policies are followed consistently



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Seasonal Job Description

Job Type: Seasonal	Reports to: Library Manager
Pay Grade: 2	Department: Administration
Pay Range: \$13.01 - \$19.51 hourly	Location: Bob Herzfeld Memorial Library

Summary

The Seasonal employee is responsible for providing outstanding customer service to library patrons.

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 be able to cooperate with other 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 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

- Maintains the library shelves through shelving, straightening, and reading and fronting shelves
- Assists patrons in locating materials and provides reader's advisory assistance
- Familiarizes self with library policies and adheres to them
- Monitors patron behavior and enforces library code of conduct
- Provides outstanding customer service to patrons of all ages
- 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



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Shelver Job Description

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

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

Summary

The Shelver is responsible for sorting and shelving all materials.

Qualifications

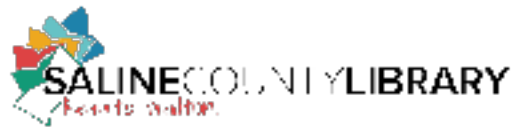
Must be at least 16 years old, be able to lift 50 lbs., and be able to stand and work on his/her feet for at least 6 hours at a time. The successful applicant needs to be friendly, outgoing, motivated, and committed to providing excellent service in a public library environment.

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 be able to cooperate with other 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 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
- Assists patrons in locating materials and provides reader's advisory assistance
- Familiarizes self with library policies and adheres to them
- Monitors patron behavior and enforces library code of conduct



Gann Museum

218 S Market Street, Benton, AR 72015

Special Collections Assistant Job Description

Job Type:	Part-Time, 29 hours per week	Reports to:	Systems Administrator
Pay Grade:	3	Department:	Administration
Pay Range:	\$14.23 - \$21.35 Hourly	Location:	Gann Museum

Summary

Working within the Gann Museum, the Special Collections Assistant will be responsible for the digitization of selected collections and for the public services operations of the museum.

Qualifications

The formal education equivalent of a bachelor's degree in history, education, anthropology, or a related area. The successful applicant needs to be friendly, outgoing, motivated, and committed to providing excellent service in a public library/museum environment.

Required Knowledge, Skills, and Abilities

- Candidate should be computer literate and willing to learn new technologies
- Knowledge of museum program activities.
- Knowledge of research and data collection techniques.
- Ability to organize and interpret historic data.
- Ability to prepare and provide written and oral information.
- 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 nights and Saturdays.

Responsibilities

- Handle museum opening and closing procedures.
- Patiently and courteously address and resolve guest needs in a timely, professional and positive manner.
- Be an information specialist about SCL programs, museum exhibits, and surrounding area. Keep up to date with the current events on site and offer concierge-like services for guests interested in other central Arkansas attractions and venues.
- Prepare written information concerning scheduled museum events and disseminates material and brochures.
- Assists in the production of program publications and assists in the development of program aids and props.
- Assists with the coordination and promotion of special events of the museum.
- Research museum collections and historical events for curatorial staff and maintains research files.

- Assists with digitization, including artifact description, and scanning and/or photographing artifacts.
- Schedule and conduct guided tours of museum and organize and oversee activities during special events.
- Performs other duties as assigned.





Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Systems Administrator Job Description

Job Type: Full-Time, 40 hours per week
Pay Grade: 6
Pay Range: \$20.65 - \$30.97 hourly

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

Summary

The Systems Administrator is responsible for managing the Integrated Library System, overseeing the library collection, and researching new services and collections.

Qualifications

Master's in Library Science from an ALA accredited university plus 4-6 years of library technology experience are required. Must be organized, friendly, self-motivated, and committed to providing excellent public library service.

Required Knowledge, Skills, and Abilities

- Experience with the Sirsi/Dynix Symphony platform.
- Familiarity with circulation, cataloging and acquisitions workflows.
- Experience writing and running a variety of system reports.
- Practical familiarity with cataloging and metadata structures and relevant tools for data manipulation.
- Strong written/oral communication skills including the ability to present complex technical issues to internal and external colleagues and end users who possess varying degrees of technical experience.
- Knowledge of current issues and trends in collection management and acquisitions
- Must like working with people and be able to cooperate with other staff
- Project management skills
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds

Responsibilities

- Serves as primary contact with library automation software vendor to fulfill software development requests and enhance functionality, and acts as the interface between the ILS consortium, the ILS vendor and third-party vendors.
- Completes all routine activities required to keep the database in good running order and proactively explores and identifies ways to improve ILS support and administration.
- Works with Mid-Ark member libraries to develop guidelines, procedures and documentation that ensures websites and the ILS are implemented in pursuit of best practices and library standards.
- Participates in local, state-level and national-level meetings, trainings, and conferences when appropriate. Regularly engages in professional development activities.
- Assesses effectiveness of current systems, reviews new systems that aid staff and public and recommends changes as needed.
- Serves as the library's lead researcher for innovative new services and collections.

- Oversees the library collection as a whole and serves as the Collection Development Team Leader gathering input in developing, evaluating, and assessing the collections.
- Serves on Executive Committee alongside Library Director, Library Manager, Branch Manager, HR Manager, Community Engagement Manager, and Building Operations Manager.





Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Youth Services Librarian: Tweens Job Description

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

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

Summary

The Youth Services Librarian: Tweens is responsible for all aspects of special and recurring children's programs, outreach, assisting patrons, providing reader's advisory, and collection development.

Qualifications

Master's in Library Science from an ALA accredited university is required. This position requires you to be outgoing, energetic, creative, self-motivated, and committed to providing quality children's programming 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 Saturdays
- Position requires walking and standing for long periods. Requires light lifting and carrying of up to 40 pounds.

Responsibilities

- Monitors patron behavior and enforces library code of conduct, while maintaining a good relationship with youth visitors and their caregivers
- Participates in Children's Collection Development
- Designs displays, activities, bookmarks and other materials to create innovative and educational children's resources
- Maintains a neat, fun, inviting and safe children's space by creating displays, hanging decorations, cleaning and picking up in shared storage spaces
- Prepares and conducts storytimes; performs songs, stories, and puppetry for a wide age range
- Plans and executes in-person and virtual programs for children including promotion, supply ordering, setup, execution and cleaning
- Plans and conducts outreach visits to schools, daycares and other community organizations
- Other duties as assigned.



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Youth Services Manager Job Description

Job Type: Full Time, 40 hours per week
Pay Grade: 6
Pay Range: \$20.65 - \$30.97 hourly

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

Summary

The Youth Services Manager is responsible for managing the library system's youth spaces, programs, and outreach.

Qualifications

Master's in Library Science from an ALA accredited university plus 2 years of public library experience are required. Strong leadership qualities, sound judgment, self-motivation, and the commitment to providing excellent programming 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 resources, services, classification system, policies and procedures
- Must like working with people of all ages and be able to cooperate with other staff
- Ability to make decisions and supervise the work of others.
- Ability to efficiently schedule and staff programs, outreach, and help desk duties.
- 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 Youth Services staff, offers assistance and feedback on programming, assigns work and tasks to employees, and ensures timely completion of programming preparation work.
- Directs ongoing formal and informal programming, story time, outreach, singing, and puppeteering training to employees.
- Reviews and approves employees' timesheets.
- Familiarizes self with library policies to reach expert level.
- Monitors patron behavior and enforces library code of conduct.
- Ensures youth programs are entered and correct on Library calendar.
- Ensures downstairs children's department, teen area, offices and storage are neat and orderly—including assigning periodical straightening tasks to employees, monitoring cleanup of programs, and supervising the putting away of materials. Maintains programming supplies and purchases appropriate orders.



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

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: Youth Services Manager
Department: Youth Services
Location: Bob Herzfeld Memorial Library

Summary

The 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
- 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



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

Youth Services Programmer: Makerspace Job Description

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

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

Summary

The Youth Services Programmer: Makerspace is responsible for assisting patrons from the Youth Services help desk and running the Benton Makerspace.

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
- Knowledge of popular reading materials, movies, and music
- Must like working with people and be able to cooperate with other staff. Teamwork skills are essential.
- Ability to multitask and maintain efficiency with frequent distractions
- 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

- Plans passive makerspace programs for a variety of age groups and runs open makerspace hours.
- Responsible for organizing and maintaining makerspace inventory and makerspace kits.
- Assists patrons in locating materials and provides reader's advisory assistance.
- Monitors patron behavior and enforces library code of conduct, while maintaining a good relationship with youth visitors and their caregivers.
- Maintains a neat, fun, inviting, and safe children's space by hanging decorations, cleaning, and picking up.
- Assists in youth programs and the preparation of children's crafts and programs.
- Answers telephone and assists patrons with renewals, lost items, and materials or services questions.
- Provides computer and technology help to youth patrons.
- Participates in collection maintenance for the Library of Things.
- Makes recommendations for updates, services, or programs related to children's services.
- Other duties as assigned



Bob Herzfeld Memorial Library
1800 Smithers, Benton, AR 72015

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

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: Youth Services Manager
Department: Youth Services
Location: Bob Herzfeld Memorial Library

Summary

The 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
- 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