



## **NOTICE**

### **DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

### **MANAGEMENT COMMITTEE MEETING Thursday, October 17<sup>TH</sup>, 2024 6:00 p.m. in the Meeting Room B**

#### **AGENDA**

- Review and approve Tuition Reimbursement Policy. [Action Item]
- Review and approve Salary and Classification Schedule for 2025. [Action Item]
- Review and approve changes to job descriptions. [Action Item]

The Des Plaines Public Library, in compliance with the Americans With Disabilities Act, requests that persons with disabilities who require certain accommodations to allow them to observe and/or participate in the meetings or have questions about the accessibility of the meetings or facilities contact the Library Director at 847-376-2789 to allow the Library to make reasonable accommodations.



**DES PLAINES PUBLIC LIBRARY BOARD OF TRUSTEES**

**Agenda for the Management Committee  
Thursday, October 17, 2024  
6:00 p.m. in the Meeting Room B**

- I. Call to Order.
- II. Roll Call.
- III. Pledge of Allegiance.
- IV. Vote to invoke the Remote Participation Policy. [Action Item]
- V. Consideration of the Agenda. [Action Item]
- VI. Public Comments and Questions.
- VII. Review and approve Tuition Reimbursement Policy. [Action Item]
- VIII. Review and approve Salary and Classification Schedule for 2025. [Action Item]
- IX. Review and approve changes to job descriptions. [Action Item]
- X. Adjournment.

This meeting will be video recorded, and available on the Library's website.

## PERSONNEL POLICY, D-8 (G)

### TUITION REIMBURSEMENT

The Des Plaines Public Library values education and the opportunities that flow from it, and in support of this, offers tuition reimbursement to its employees. The tuition funds may be used in any accredited school or program, which is designed to lead to a degree or a certificate.

The total sum which will be awarded on an annual basis (January 1 to December 31) is \$5000. No individual employee may be awarded more than \$1000 in a calendar year, and no more than \$5000 in total, but there is no limit on the number of times an employee may apply in a given year. Reimbursement for course work previously completed is not allowed.

To be eligible, the employee must have worked at the Des Plaines Public Library for at least one year, and work at least fifteen scheduled hours per week. The employee also must have received the "exceeds standards" rating on their most recent evaluation. There are other requirements that must be met as delineated on the Request for Tuition Reimbursement form which is attached.

The Request for Tuition Reimbursement form shall be submitted to the Tuition Reimbursement committee which shall consist of the Director, the Assistant Director and the Human Resources Manager. The composition of this committee may change at the Library Director's discretion. This committee will decide whether a request is approved and the amount of the reimbursement. The amount of reimbursement is dependent on the cost of the course or program as detailed in documentation the employee will submit, but cannot exceed \$1,000. The committee will generally base their decisions on a first-come-first-served basis, but may take other factors into consideration. The decision of the committee is final, and not reviewable.

Once the Request is approved, the employee may seek reimbursement upon completion of the course of study by providing documentation that the school or program has awarded the employee a passable grade, or a certificate of achievement. The request for reimbursement must be submitted within 45 days of course completion.

Course work cannot interfere with the employee's regularly scheduled hours and is not compensated by the library. Taxable earnings may be added to overall earnings and reflected on an employee's W-2. Tax consequences of the reimbursement are solely the responsibility of the employee.

# **DES PLAINES PUBLIC LIBRARY PERSONNEL POLICIES**

## **D-1 INTRODUCTION AND SIGNATURE**

## **PAGED-2 GENERAL PROVISIONS**

EQUAL EMPLOYMENT POLICY STATEMENT

## **D-3 CLASSIFICATION PLAN**

- A. APPLICABLE LOCAL, STATE, AND FEDERAL LAWS
- B. CLASSIFICATION OF POSITIONS
- C. JOB DESCRIPTIONS
- D. ADMINISTRATION

## **D-4 PAY PLAN**

- A. COMPOSITION
- B. ADMINISTRATION
- C. RATES OF PAY

## **D-5 HOURS, PAY PERIODS**

- A. STANDARD WORK WEEK
- B. WEEKLY HOURS
- C. PAY PERIOD
- D. OVERTIME
- E. COMPENSATORY TIME
- F. EMERGENCY CLOSING
- G. EXEMPT AND NON-EXEMPT POSITIONS
- H. PAYROLL DEDUCTIONS
- I. BREAK PERIODS

## **D-6 LEAVES WITH PAY**

- A. HOLIDAYS
- B. PERSONAL DAYS
- C. VACATION
- D. OTHER PAID TIME OFF
- E. SICK LEAVE
- F. FUNERAL OR MEMORIAL LEAVE
- G. DONATION LEAVE

## **D-7 LEAVES WITHOUT PAY**

- A. PART-TIME EMPLOYEES
- B. EXTENDED LEAVE
- C. FAMILY AND MEDICAL LEAVE ACT (FMLA)
- D. SCHOOL VISITATION LEAVE
- E. ABSENCE WITHOUT LEAVE
- F. EXCESSIVE ABSENTEEISM

- G. MILITARY LEAVE
- H. JURY DUTY
- I. COURT APPEARANCE
- J. FAMILY BEREAVEMENT LEAVE
- K. VICTIMS' ECONOMIC SECURITY AND SAFETY LEAVE

**D-8 GENERAL BENEFITS AND ALLOWANCES**

- A. INSURANCE
- B. CONTINUATION OF INSURANCE COVERAGE
- C. EMPLOYEE ASSISTANCE PROGRAM (EAP)
- D. PROFESSIONAL CONFERENCE ATTENDANCE
- E. MEMBERSHIPS
- F. EDUCATIONAL REIMBURSEMENT
- G. TUITION REIMBURSEMENT

**D-9 GENERAL RULES AND REGULATIONS**

- A. FAIR LABOR STANDARDS ACT
- B. THE AMERICANS WITH DISABILITIES ACT
- C. SELECTION AND EMPLOYMENT OF PERSONNEL
- D. WORK SCHEDULES
- E. PERSONNEL RECORDS
- F. CHANGE OF NAME, ADDRESS, OR MARITAL STATUS
- G. HARASSMENT, INCLUDING SEXUAL HARASSMENT
- H. OUTSIDE EMPLOYMENT
- I. USE OF LIBRARY VEHICLES, EQUIPMENT, SUPPLIES AND TOOLS
- J. WAGE GARNISHMENTS
- K. POLITICAL ACTIVITY
- L. TELEPHONE
- M. SAFETY AND WORKERS' COMPENSATION
- N. STAFF COMPUTER AND INTERNET USE POLICY
- O. FOOD
- P. PERSONAL MAIL
- Q. GIFTS AND FAVORS
- R. DRUG-FREE WORKPLACE
- S. SOCIAL MEDIA POLICY
- T. CARRYING GUNS ON LIBRARY PROPERTY
- U. PARKING
- V. PERSONAL APPEARANCE
- W. DISCIPLINARY PROCEDURES
- X. WHISTLEBLOWER REPORTING AND ANTI-RETALIATION POLICY AND PROCEDURES
- Y. RESIGNATION
- Z. RETIREMENT
- AA. DEATH

## F. EDUCATIONAL REIMBURSEMENT

Employees may be asked to attend a particular school, technical, correspondence, or special training courses by their department head. An employee so required will be reimbursed for all reasonable expenses.

## G. TUITION REIMBURSEMENT

The Des Plaines Public Library values education and the opportunities that flow from it, and in support of this, offers tuition reimbursement to its employees. The tuition funds may be used in any accredited school or program, which is designed to lead to a degree or a certificate.

The total sum which will be awarded on an annual basis (January 1 to December 31) is \$5000. No individual employee may be awarded more than \$1000 in a calendar year, and no more than \$5000 in total, but there is no limit on the number of times an employee may apply for reimbursement each year. Reimbursement for course work previously completed is not allowed.

To be eligible, the employee must have worked at the Des Plaines Public Library for at least one year and work at least fifteen scheduled hours per week. The employee also must have received the “exceeds standards” rating on their most recent evaluation. There are other requirements that must be met as delineated on the Request for Tuition Reimbursement form.

The Request for Tuition Reimbursement form shall be submitted to the Tuition Reimbursement committee which shall consist of the Director, the Assistant Director and the Human Resources Manager. The composition of this committee may change at the Library Director’s discretion. This committee will decide whether a request is approved and the amount of reimbursement. The amount of reimbursement is dependent on the cost of the course or program as detailed in documentation the employee will submit but cannot exceed \$1,000. The committee will generally base their decisions on a first-come-first-served basis but may take other factors into consideration. The decision of the committee is final, and not reviewable.

Once the Request is approved, the employee may seek reimbursement upon completion of the course of study by providing documentation that the school or program has awarded the employee a passable grade, or a certificate of achievement. The request for reimbursement must be submitted within 45 days of course completion.

Time spent on course work cannot interfere with the employee’s regularly scheduled hours and is not compensated for by the library. Taxable earnings may be added to overall earnings and reflected on an employee’s W-2. Tax consequences of the reimbursement are solely the responsibility of the employee.

## GENERAL BENEFITS AND ALLOWANCES

### A. INSURANCE

1. Health. The Library makes available certain health benefits to regular, full-time employees and their dependents who meet the eligibility requirements of the health insurance program.

Specific benefits of the plan(s) are described in brochures provided by the Library.

- a. The Library reserves the right to determine the manner in which these benefits will be provided, i.e., insurance carrier of its choice, self-insuring, or any other method deemed appropriate including but not limited to the ability to change co-pays, deductibles, drug benefits, or any other plan benefit.
- b. All covered employees will contribute either a percentage or a flat dollar amount towards their monthly health insurance premium as determined by the Library Board of Trustees.

Employees may elect to reduce or eliminate coverage, if desired. Any decision to reinstate coverage at a later date will require Evidence of Insurability or such other requirements deemed necessary by then existing federal and/or state laws.

- c. Any changes adding dependent coverage by birth or marriage must be reported to the Human Resources Manager within thirty (30) days of the date of birth or marriage.
2. Enrollment forms are available in the Administrative Office. It is the employee's responsibility to notify the Human Resources Manager of any change in dependent status by completing the updated enrollment form.

Specific benefits of the plan are described in insurance brochures available from the Human Resources Manager. The Library reserves the right to change or eliminate this benefit at any time.

3. Life. The Library makes available life insurance benefits to regular, full-time employees who meet the eligibility requirements of the life insurance program. A description of the life insurance program can be obtained from the Human Resources Manager. The Library reserves the right to change or eliminate this benefit at any time.

## B. CONTINUATION OF INSURANCE COVERAGE

1. Termination. When an employee terminates their active employment with the Library or whose hours are reduced from a qualifying to a disqualifying number per week, by Federal mandate (COBRA), they may continue health insurance coverage for a period not to exceed 18 months from termination or reduced hours. Health insurance coverage may also be continued following certain other qualifying events for up to 3 years by spouse and/or dependent children of a covered employee, even if coverage would have otherwise been lost due to divorce or legal separation from employee, ceasing to satisfy plan's coverage requirements for dependent children. The monthly premium cost would then be paid for by the individual. The coverage levels would remain the same as if the individual were an active participant.

Coverage may be stopped prior to the maximum length or the Library ceases offering health care benefits; or the individual becomes covered under another health care plan; the former spouse of a covered employee remarries and then becomes covered under another group plan; the individual fails to remit the required monthly payments within 31 days of the due date; the individual becomes eligible for Medicare.

It is the covered individual's responsibility to inform the Library of the occurrence of any of the above mentioned qualifying or disqualifying events.

2. Retirement. Employees who retire from the Library shall be eligible to retain the group health insurance coverage indefinitely providing that the employee meets certain criteria and pays the full group premium in a timely manner.

For employees covered by the Illinois Municipal Retirement Fund, retirement shall mean as follows:

- a. For employees hired after January 1, 2011:  
An employee who has retired having accumulated a minimum of 10 years of creditable service with the Des Plaines Public Library but may or may not have attained the required age for commencement of the pension.
- b. For employees hired before December 31, 2010:  
An employee who has retired having accumulated a minimum of eight years of creditable service with the Des Plaines Public Library but may or may not have attained the required age for commencement of the pension.

Employees who retire, as described above, shall be eligible to convert the group life insurance coverage upon application. The premium is determined by the applicant's age upon application and the amount of requested insurance coverage. Conversion forms are available from the Human Resources Manager.



### C. EMPLOYEE ASSISTANCE PROGRAM (EAP)

1. An EAP is a service that provides professional assistance to help resolve problems affecting job performance and personal lives (e.g., alcoholism, drug abuse, emotional problems, marital conflicts, family difficulties, financial or legal problems). When they are identified early enough and when appropriate treatment is provided, many can be successfully resolved. The EAP counselor will assess the problem, provide short-term supportive service as necessary, or make an appropriate referral to ensure that the right kind of assistance is available.
2. Self Referral. If employees or members of their immediate family are experiencing personal difficulties, they may directly contact the EAP counselor. All requests and inquiries, including supervisory referrals, will be handled with complete confidentiality. This program is provided by an outside agency that ensures the individual's privacy. No records of employees' or families' contacts will be shared with the Library unless with the written authorization of the employee on a "need to know basis."
3. Supervisory/Mandatory Referral. Supervisors can recommend an employee seek assistance when there is a noticeable decline in the employee's work performance that is not correctable through usual supervisory procedures, or when there are specific on-the-job incidents that indicate the presence of a personal problem. The focus is on the job situation, not the nature of the problem. The focus of a supervisory referral is based solely on job performance; not personal issues. As a referral is made, the job performance will continue to be evaluated. Participation in the EAP will not be accepted as a substitute for satisfactory performance. Participation in the EAP will not exclude normal disciplinary procedures.  
  
An employee may choose whether or not to follow the supervisor's referral. However, the employee will be informed what consequences, if any, they would be subject to if the choice is not to pursue the referral.
4. There is no cost for assessment and referral services. Any cost for additional counseling needs will be coordinated with the Library's group health insurance programs. Each employee is encouraged to make use of the EAP services. For further information regarding the EAP, please contact the Human Resources Manager.

### D. PROFESSIONAL CONFERENCE ATTENDANCE

1. Eligibility. Written request to attend professional training, conference, or seminar is to be submitted to the employee's supervisor. Attendance is allowed without loss of pay and at Library expense in accordance with budgetary provision.
2. Expense Reimbursement of All Travel, Meals, and Lodging Expenses for Library Staff and Trustees. Reimbursement of travel expenses for employees and trustees of the Des Plaines Public Library shall be in compliance with the Illinois "Local Government Travel Expense Control Act (the "Act") and pursuant to the requirements set forth herein.

- a. **Travel Expenses.** “Travel expenses” are those expenses “directly incident” to official travel by employees or trustees which involve reimbursement or direct payment to private companies providing “transportation or related expenses.” These expenses include ordinary and reasonable travel, meal, and lodging costs incurred for the authorized and legitimate purposes of the Library.
- b. **Entertainment Expenses.** No employee or trustee may receive payment for any entertainment expense, unless such expense is additional and secondary to the purpose of the program or event. Entertainment expenses include, but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other activity of public or private entertainment or amusement.
- c. **Expense Reimbursement Authorization.** The Travel Authorization’s Expenditures and Request for Reimbursement forms are provided by the Library and must be completed and authorized before reimbursement can occur. The information must include the employee or trustee’s name, title/office, travel dates, cost estimates for transportation, lodging, meals, and other necessary costs OR itemized receipts for the cost of the travel, meals, or lodging if the expenses have already been incurred. The employee or trustee should indicate the per diem amount, IRS standard mileage rate and/or actual reimbursement being requested. For conference/meeting travel and/or lodging approved or recommended by the sponsoring organization of the conference/meeting should be used whenever possible. For other travel, the lowest reasonable cost option(s) should be chosen whenever possible. The expenses allowable under this Policy must be approved by the Library Director for staff and can be exceeded only due to an emergency or other extraordinary circumstance, as determined by the Board of Library Trustees by roll call vote at an open meeting of the Board. In addition, Board approval by a roll call vote at an open meeting of the Board is required for expenses incurred by a member of the Board.
- d. **Reimbursement.** Payment or reimbursement for an authorized employee’s or trustee’s travel expenses shall be as follows:
  - (1.) For those activities which involve training or study as recommended or directed by law or by an applicable agency or entity with oversight or regulatory authority over the Library or for activities which further the knowledge or expertise of the employee or official, or involve the sharing of such knowledge or expertise, or which involve professional collaboration with others in the employee’s or trustee’s professional field, or as required in the normal course of business of the Library.

- e. The maximum allowable reimbursement for travel expenses shall be the per diem expense for meals and incidentals, or IRS standard mileage rate, or the actual, ordinary and reasonable expenses incurred.
- (1.) Per diem expenses are based on the U. S. General Services Administration (GSA) per diem rates. Refer to the GSA website: [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem) for per diem rates according to the geographic areas involved in travel. Because rates for specific localities may change as often as every two months, please be careful to ensure that the applied rate is appropriate to the actual dates of travel.
  - (2.) For actual expenses, the original itemized receipts or proofs of payment are required.
  - (3.) Mileage expenses are based on the IRS standard rate.

This policy shall be in addition to any current regulations, requirements, or guidelines on expense reimbursement for employees or trustees of the Library. In the event of any inconsistency or conflict, the provisions of this policy shall control.

3. Costs incurred for a companion will not be reimbursed.

## E. MEMBERSHIPS

Finances permitting, the Library will pay for membership in the Illinois Library Association for the following full-time positions: Director, Assistant Director, Department Heads, Acquisitions and Cataloging Manager, Readers Services Manager, School Liaison Librarian, Reference Services Librarian II, Teen Services Librarian, Youth Services Librarian, Youth Services Assistant Manager, Reference Librarian, Metadata and Cataloging Specialist, Materials Services Manager, and Library Board Members. The Library will maintain an Institutional membership in the Illinois Library Association.

The Library will pay for membership in the American Library Association for Trustees of the Library Board, the Library Director, and the Assistant Director. The Library will maintain an institutional membership in the American Library Association and the Public Library Association.

The Library will pay for membership and the costs of certification in The Society of Human Resource Management (SHRM) for the Human Resources Manager.

Reviewed and Approved 10/15/96  
Revised and Approved 10/20/98  
Revised and Approved 09/21/99  
Revised and Approved 04/17/01  
Reviewed and Approved 10/15/02  
Reviewed and Approved 06/17/03  
Revised and Approved 09/16/03  
Revised and Approved 10/18/05  
Reviewed and Approved 08/21/07  
Revised and Approved 08/18/09  
Revised and Approved 11/30/10  
Revised and Approved 05/17/11  
Revised and Approved 04/15/14  
Revised and Approved 12/17/15  
Revised and Approved 11/17/16  
Revised and Approved 10/19/17  
Revised and Approved 02/21/19  
Revised and Approved 11/21/19  
Revised and Approved 12/21/23

## TUITION REIMBURSEMENT REQUEST FORM

1. Requirements for this program are contained in the Tuition Reimbursement Policy and this form.
2. Staff must attach a course description and cost of the course work which was written by the educational institution. School catalogs will be accepted.
3. Text books, lab fees, and other mandatory course expenses are not reimbursable under this policy.
4. Staff must be in the employment of the Des Plaines Public Library at the time of reimbursement.
5. Staff must attach documentation of passing the course work or the award of a certificate, and a tuition bill to receive the reimbursement.

### Section I: Initial Request

EMPLOYEE NAME	REQUEST DATE
POSITION/TITLE	DEPARTMENT
TERM / SEMESTER <input type="checkbox"/> FALL <input type="checkbox"/> WINTER <input type="checkbox"/> SPRING <input type="checkbox"/> SUMMER <input type="checkbox"/> OTHER:	
INSTITUTION/SCHOOL	
COURSE TITLE(S) AND NUMBER OF CREDIT HOURS	

COST OF COURSE(S)	
<input type="checkbox"/> DEGREE OR CERTIFICATE PROGRAM	<input type="checkbox"/> COURSEWORK ONLY
PLEASE ATTACH SCHOOL DOCUMENTATION REGARDING COST	
EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S SIGNATURE	DATE
LIBRARY DIRECTOR'S SIGNATURE	DATE
REQUEST APPROVED? <input type="checkbox"/>	REQUEST DENIED? <input type="checkbox"/>
DATE	
REASON FOR DENIAL:	

**Section II: Reimbursement Request**

I hereby request reimbursement for the previously approved courses listed above. Attached are all relevant receipts and grades.

EMPLOYEE'S SIGNATURE	DATE
LIBRARY DIRECTOR'S SIGNATURE	DATE
REQUEST APPROVED? <input type="checkbox"/>	REQUEST DENIED? <input type="checkbox"/>
REASON FOR DENIAL:	

## Salary and Classification Schedule differences from 2024 to 2025

1. All groups except groups 1,3,4 and 5 will have increases to their starting salary and their top salary by 1%. (This is done every year.)
2. Groups 3, 4 and 5 have starting salaries that have increased 4.5%, 4.9% and 4.5% respectively. These enhanced increases were based on market data indicating that these positions were underpaid.
3. Group 1's starting salary is \$15 per the minimum wage law. This is the final year for an automatic minimum wage increase.
4. The salary and wage costs approved for the 2025 budget reflect a 5% raise for "exceeds standards" evaluations which most staff members receive. I based this on the Consumer Price Index when I wrote the budget (3.9%), data from similar libraries in the area, and our commitment to avoid wage compression due primarily to the increase in minimum wage over the last 5 years.

Jo Bonell

October, 2024

**Des Plaines Public Library**  
**Salary and Classification Schedule 2025 FINAL Draft**

Group	Title	Minimum	Midpoint	Maximum
11	Library Director	Set by Board		
10	Assistant Director	\$ 71,074	\$ 88,332	\$ 105,591
9	Head of Adult Services Head of Marketing and Communication Services Head of Patron Accounts and Materials Services Head of Youth Services Human Resources Manager Social Worker – PT	\$ 64,110	\$ 79,412	\$ 94,713
8	Acquisitions and Cataloging Manager Building and Security Services Manager Business Manager Readers' Services Manager Reference Services Librarian II School Liaison Librarian Teen Services Librarian Youth Services Assistant Manager	\$ 54,555	\$ 67,307	\$ 80,058
7	Materials Services Manager Metadata and Cataloging Specialist Reference Services Librarian Youth Services Librarian	\$ 49,452 \$ 25.36	\$ 60,275 \$ 30.91	\$ 71,097 \$ 36.46
6	Administrative Assistant Creative Services Coordinator Creative Space Coordinator Page Supervisor Patron Accounts Supervisor Security Services Supervisor Web Services Specialist	\$ 40,970 \$ 21.01	\$ 50,388 \$ 25.84	\$ 59,787 \$ 30.66
5	Acquisitions and Receiving Assistant Administrative Services Clerk Copy Cataloging Assistant Digital Designer Graphic Designer Readers' Services Assistant Reference Services Assistant Teen Services Assistant Youth Services Assistant	\$ 37,050 \$ 19.00	\$ 44,850 \$ 23.00	\$ 52,650 \$ 27.00
4	Creative Space Assistant Patron Accounts Assistant Monitor, F/T, P/T Building and Security Services Assistant, F/T, P/T	\$ 33,150 \$ 17.00	\$ 39,975 \$ 20.50	\$ 46,800 \$ 24.00
3	Materials Services Clerk Processing Clerk Production Clerk	\$ 16.00	\$ 17.50	\$ 19.00
2	Seasonal Summer Reading Club Associate	\$ 15.30	\$ 15.30	\$ 15.30
1	Page	\$ 15.00	\$ 15.50	\$ 16.00

Approved by the Board of Trustees xxxxxx



**Des Plaines Public Library  
Salary and Classification Schedule 2024**

Group	Title	Minimum	Midpoint	Maximum
11	Library Director	Set by Board		
10	Assistant Director	\$ 70,370	\$ 87,458	\$ 104,545
9	Head of Adult Services Head of Marketing and Communication Services Head of Patron Accounts and Materials Services Head of Youth Services Human Resources Manager Social Worker – PT	\$ 63,475	\$ 78,625	\$ 93,775
8	Acquisitions and Cataloging Manager Building and Security Services Manager Business Manager Readers' Services Manager Reference Services Librarian II School Liaison Librarian Teen Services Librarian Youth Services Assistant Manager	\$ 54,015	\$ 66,640	\$ 79,265
7	Materials Services Manager Metadata and Cataloging Specialist Reference Services Librarian Youth Services Librarian	\$ 48,965 \$ 25.11	\$ 59,680 \$ 30.61	\$ 70,387 \$ 36.10
6	Administrative Assistant Creative Services Coordinator Creative Space Coordinator Page Supervisor Patron Accounts Supervisor Security Services Supervisor Web Services Specialist	\$ 40,553 \$ 20.80	\$ 49,880 \$ 25.58	\$ 59,207 \$ 30.36
5	Acquisitions and Receiving Assistant Administrative Services Clerk Copy Cataloging Assistant Digital Designer Graphic Designer Readers' Services Assistant Reference Services Assistant Teen Services Assistant Youth Services Assistant	\$ 35,472 \$ 18.19	\$ 43,479 \$ 22.30	\$ 51,485 \$ 26.40
4	Creative Space Assistant Patron Accounts Assistant Monitor, F/T, P/T Building and Security Services Assistant, F/T, P/T	\$ 31,512 \$ 16.16	\$ 38,141 \$ 19.56	\$ 44,770 \$ 22.96
3	Materials Services Clerk Processing Clerk Production Clerk	\$ 15.31	\$ 16.84	\$ 18.37
2	Seasonal Summer Reading Club Associate	\$ 15.15	\$ 15.15	\$ 15.15
1	Page	\$ 14.00	\$ 14.50	\$ 15.00

Approved by the Board of Trustees 11/16/2023

JOB TITLE: Acquisitions and Cataloging Manager  
DEPARTMENT: Patron Accounts and Materials Services  
REPORTS TO: Assistant Director  
CLASSIFICATION: Group 8  
STATUS: **Non-Exempt**

**OBJECTIVE:**

Oversees all aspects of the Acquisitions and Cataloging Group including operations, personnel, materials, and budget. Serves on the Library's management team and participates in strategic planning and policy development. Implements the Library's strategic plan, ensuring that the Acquisitions and Cataloging Group upholds the Library's mission, vision, and values.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Understands and carries out the Library's policies and procedures.
2. Plans, coordinates, and evaluates all aspects of the operation of the Acquisition and Cataloging Group.
3. Interview, hires, trains, supervises, disciplines, and evaluates up to eight staff members.
4. Plans, organizes, and schedules the daily workflow of Acquisitions and Cataloging staff.
5. Oversees purchasing, receiving, processing and classification of Library materials.
6. Participates in planning the Group budget, and under the supervision of the Library Director and Assistant Director, oversees the Group's expenditures.
7. Prepares and maintains the funding reports for specific material types.
8. Coordinates and participates as Library representative at the Combined Computer Services consortium, and government organizations for all acquisition and cataloging issues.
9. Attends professional meetings, and maintains memberships in professional associations and participates in their activities.
10. Works at the Adult Services Reference desk as assigned.
11. Oversees the work of volunteers.
12. Represents the Library at community organizations and events.
13. Participates in continuing education.
14. Acts as Librarian in Charge as assigned.
15. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Five years library experience.
3. Two years technical services experience.
4. One year supervisory experience.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Ability to perform excellent customer service and to communicate library policies and procedures to the staff and the general public.
3. Ability to lead and work as a member of a team.
4. Considerable ability to work independently.
5. Considerable working ability to handle multiple and simultaneous tasks.
6. Ability to remain calm in difficult situations.
7. Ability to instruct library staff in library methods and procedures.
8. Considerable skill in written and spoken communications.
9. Considerable knowledge and skill in the use of appropriate technology.
10. Knowledge of the professional practices, procedures and techniques of library science.
11. Knowledge of current library classification and cataloging practice and principles.
12. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to Acquisitions and Cataloging Manager

another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017  
Revised and Approved 09/27/18  
Revised and Approved 06/17/21  
Revised and Approved 04/21/2022

JOB TITLE: Building & Security Services Manager  
DEPARTMENT: Building & Security Services  
REPORTS TO: Library Director  
CLASSIFICATION: Group 8  
STATUS: **Non-Exempt**

**OBJECTIVE:**

Oversees all aspects of the Building & Security Services Department including operations, personnel, materials, and budget. Serves on the Library's management team and participates in strategic planning and policy development. Implements the Library's strategic plan, ensuring that the Building & Security Services Department upholds the Library's mission, vision, and values.

**DUTIES:**

1. Understands and carries out the Library's policies and procedures.
2. Plans, directs, coordinates, and reviews work of the Building & Security Services Department, which includes maintenance and security staff. Maintains written procedures and suggests improvements.
3. Interviews, hires, trains, supervises, disciplines and evaluates up to ten staff members.
4. Prepares the annual Department budget, and under the supervision of the Library Director, oversees all Department expenditures and contracts.
5. Prepares and assists with the competitive bid process for Department equipment and materials.
6. Manages, evaluates, and maintains Library facilities, including HVAC, electrical, plumbing, elevators, life safety, library vehicles, and housekeeping services. Schedules preventative maintenance visits, service repairs, and safety inspections. Ensures OSHA compliance. Liaises with the City of Des Plaines to safely maintain the parts of the facilities under the City's control, such as the building exterior, Library Plaza and the adjacent parking garage.
7. Uses and develops life cycle plans for essential equipment.
8. Creates and executes a comprehensive maintenance program, including up-to-date records of repairs and replacements.
9. Identifies and responds to urgent Library facilities problems. Arranges or personally takes immediate corrective action 24/7. Serves as first person in Department for emergency notification calls.

10. Performs first level mechanical repair and preventive maintenance as needed.
11. Manages all security, emergency, and non-emergency issues involving patrons and library staff.
12. Trains all Building & Security Services staff on proper security procedure. Creates security procedures and security records system.
13. Serves as security monitor as needed.
14. As a member of the Management Team, participates in overall planning of Library strategic goals, policy and safety manuals.
15. Pursues professional development opportunities including attendance at workshops, webinars and professional meetings.
16. Serves on library and community committees.
17. Compiles statistical data and creates reports.
18. Creates and maintains a welcoming environment for patrons and staff.
19. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Two years college.
2. Five years experience in facilities management.
3. Two years experience in security services.
4. Three years supervisory experience.
5. Valid Illinois driver's license.
6. Available to work nights and weekends.
7. Available to respond to emergency calls after hours.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
2. Considerable ability to establish and maintain effective work relationships with staff and patrons.
3. Ability to lead a team and work as a member of a team.
4. Considerable ability to set priorities, make independent decisions, and exercise discretion with patrons and staff.
5. Considerable knowledge of the methods, materials and equipment used in custodial and building maintenance work.
6. Considerable knowledge of HVAC, electrical, plumbing, and fire protection systems.
7. Knowledge of current safety and security practices.
8. Knowledge of pertinent tools, equipment and supplies used in building maintenance.

9. Considerable ability to handle multiple and simultaneous tasks.
10. Considerable ability to remain calm in difficult situations.
11. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 360.
12. Skill in written and spoken communication.
13. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

Computer-based interfaces to HVAC controls, lighting, DVR, building access, maintenance ticketing, and other critical systems. A variety of hand and power shop tools, including, but not limited to, snow blower, power washer, carpet extractor, vacuum cleaner, mops, and brooms.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to climb ladders and stairs, balance, stoop, bend, lift and operate all equipment necessary to complete custodian assignments.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 50 pounds. The employee must transport/move up to 150 pounds of library materials from one library location to another. The employee will be required to lift, set up, and take down meeting room tables and chairs.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

The noise level in the work areas varies. Sometimes exposed to heights, wet or humid conditions, fumes, airborne particles and toxic cleaning chemicals.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any

essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Revised and Approved 11/21/06

Revised and Approved 08/21/07

Revised and Approved 08/18/09

Revised and Approved 12/17/15

Revised and Approved 09/27/18

Revised and Approved 01/21/2021

Revised and Approved 04/21/2022



JOB TITLE: Business Manager  
DEPARTMENT: Administration  
REPORTS TO: Director  
CLASSIFICATION: Group 8  
STATUS: Non-Exempt

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GENERAL STATEMENT:

Manages all aspects of the Library's business accounts and acts as the Library's Office Manager. Works closely with the Director and the Human Resources Manager, participates as a member of the Library's Management Team, and develops strategic planning and policy. Understands and implements the Library's mission, vision, and values.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and implements the Library's policies and procedures.
2. Maintains and safeguards all confidential and restricted information.
3. Maintains, organizes, and processes all invoices and debits, including utility bills and credit card charges.
4. In coordination with the Director, conducts banking.
5. Maintains and organizes the Library's donation accounts and files.
6. Serves as purchasing agent for the library, exercising a wide scope of discretion in purchasing supplies, materials, and services.
7. In coordination with the Human Resources Manager, prepares and reviews bi-weekly payroll processing.
8. Prepares for and responds to audit requests.
9. Responds to Freedom of Information requests.
10. Acts as primary liaison with outside accounting firm.
11. Implements record control and retention.
12. Maintains office equipment and orders supplies.
13. Prepares correspondence, reports, and Board of Trustees documents.
14. May supervise up to two staff or volunteers.
15. May act as Office Receptionist.
16. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. College degree in accounting or business.
2. At least three years office experience.
3. Available to work evenings and weekends.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate Library policies and procedures to the staff and the general public.
3. Considerable ability to work as a member of a team.
4. Considerable ability to set priorities and work independently.
5. Considerable ability to safeguard confidential and restricted information.
6. Considerable technology and computer skills, including knowledge of Microsoft Office Products and fund accounting software.
7. Ability to remain calm in difficult situations.
8. Ability to handle multiple and simultaneous tasks.
9. Ability to follow through tasks to completion.
10. Considerable skill in written and spoken communication.
11. Willingness to learn new skills.

TOOLS/EQUIPMENT USED: A variety of office machines, computers, Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 50 pounds of Library materials

from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus. This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB TITLE: Materials Services Manager  
DEPARTMENT: Patron Accounts and Materials Services  
REPORTS TO: Assistant Director  
CLASSIFICATION: Group 8  
STATUS: **Non-Exempt**

OBJECTIVE:

To manage the Material Services Group. This position serves on the Management Team and participates in strategic planning and policy development, and implements the Library's strategic plan to uphold its mission, vision, and values.

DUTIES

1. Understands and carries out the Library's policies and procedures.
2. Plans and coordinates all aspects of the operation of the Materials Services Group, including extensive coordination with Patron Account Services and Acquisitions and Cataloging Services.
3. Hires, trains, supervises, disciplines, and evaluates up to 35 staff members.
4. Directly supervises the Page Supervisor and the Materials Services Clerks.
5. Participates in planning the department's budget, and oversees the Materials Services Group's expenditures.
6. Manages the daily workflow of van delivery, picklist, switchboard, automatic materials handler, and other Materials Services Clerk duties.
7. Works closely with Department Heads and Managers to coordinate collection shelving projects and resolve problems.
8. Participates in continuing education and library-related working groups.
9. May represent the library at community organizations and events.
10. Compiles statistical data and creates reports.
11. Oversees the work of volunteers.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree.
2. Two years of retail or public library supervisory experience.
3. One year of public library experience.
4. Available to work evenings and weekends.
5. Valid Illinois driver's license.

## KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective work relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Considerable ability to lead and work as a member of a team.
4. Considerable ability to work independently.
5. Considerable ability to solve problems.
6. Considerable skill in spoken and written communications.
7. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 360.
8. Ability to handle detailed, multiple, simultaneous, and varied tasks.
9. Ability to set priorities, make independent decisions and exercise discretion with patrons and staff.
10. Ability to remain calm in difficult situations.
11. Ability to train staff in library methods and procedures.
12. Knowledge of circulation practices, procedures and automated circulation systems or other applicable inventory control system.
13. Willingness to learn new skills.

## TOOLS/EQUIPMENT USED:

A variety of office machines, computers and library equipment.

## PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, and talk or hear. The employee is occasionally required to walk; and use hands to finger; handle or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift 25 pounds and transport or move up to 100 pounds of library materials from one location to another. Specific vision abilities required by the job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be

required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 10/19/2017  
Revised and Approved 09/27/18  
Revised and Approved 01/21/21

JOB TITLE: Metadata and Cataloging Specialist

DEPARTMENT: Patron Accounts and Materials Services

REPORTS TO: Acquisitions and Cataloging Manager

CLASSIFICATION: Group 7

STATUS: **Non-Exempt**

OBJECTIVE: To oversee the use and distribution of metadata. To manage the integrity of the Library's materials and patron records within the integrated library system (ILS). To perform original cataloging and authority control.

DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Compiles and analyzes data related to the Library's collections, programs, and patron services.
3. Performs original cataloging and classification of library materials and provides authority control for bibliographic data.
4. Assists with budget recommendations and the competitive bid process for equipment and materials related to the integrated library system (ILS) and automatic materials handler (AMH).
5. Organizes data produced by Library staff for optimal use by all staff.
6. Collects and presents data on a regular basis to the Administrative Team to support Library decision making.
7. Sets up data collection and reporting routines to assist Library staff.
8. Provides specialized training to staff in use of the public catalog and of the bibliographic database.
9. Trains Acquisitions and Cataloging staff in cataloging practices and resources.
10. Coordinates training on the use of upgrades and new releases of the integrated library system (ILS).
11. Collaborates in the creation and management of material collections and lending rules.
12. Manages and updates the Library's integrated library system (ILS) lending and staff permissions policies, while safeguarding confidential and restricted information.
13. Programs the automatic materials handler (AMH).
14. Acts as liaison to select library consortium technical groups.
15. Keeps informed of current trends and developments affecting libraries.

16. Attends professional meetings, maintains memberships in professional library associations, and participates in their activities.
17. Maintains neatness of shared work areas.
18. Scheduled to work the Public Services Desks, as needed.
19. May act as migration coordinator during a change of the ILS.
20. May serve as representative to a library consortium advisory group.
21. May oversee the work of volunteers.
22. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science from an ALA accredited program, with emphasis in cataloging.
2. Two years database analysis experience.
3. Two years original cataloging experience.
4. One year authority control experience.
5. Available to work evenings and weekends.
6. Valid driver's license.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective working relationships with staff.
2. Considerable ability to work independently.
3. Considerable working ability to handle multiple and simultaneous tasks.
4. Considerable skill in written and spoken communications.
5. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 365.
6. Considerable knowledge of current library classification and cataloging practice and principles.
7. Considerable knowledge of bibliographic and patron databases.
8. Considerable knowledge of Microsoft Excel and Access.
9. Ability to perform excellent customer service and to communicate Library policies and procedures to the staff.
10. Ability to work, and lead when necessary, as a member of a team.
11. Ability to remain calm in difficult situations.
12. Ability to instruct Library staff in library methods and procedures.
13. Knowledge of database management and construction.
14. Knowledge of web programming and markup languages.
15. Knowledge of the professional practices, procedures and techniques of library science.
16. Willingness to learn new skills.



#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and Library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

*Revised/Reviewed dates:*

Revised and Approved 08/21/07  
Revised and Approved 08/18/09  
Revised and Approved 04/15/14  
Revised and Approved 12/17/15  
Revised and Approved 06/17/21  
Revised and Approved 04/21/2022

JOB TITLE: Readers' Services Manager  
DEPARTMENT: Adult Services  
REPORTS TO: Head of Adult Services  
CLASSIFICATION: Group 8  
STATUS: **Non-Exempt**

#### OBJECTIVE

To supervise the Readers' Services staff and assist the Head of Adult Services in the management of the Adult Services Department. This position serves on the Management team and participates in strategic planning and policy development, and implements the Library's strategic plan to uphold its mission, vision, and values.

#### DUTIES:

1. Understands and carries out the Library's policies and procedures.
2. Hires, trains, supervises, disciplines, and evaluates up to nine staff members.
3. Develops long term strategic goals for the Readers' Services department.
4. Participates in planning the department budget.
5. Oversees selection and organization of the popular materials collections.
6. Participates in review and revision of the collection development policy.
7. Performs readers' advisory and answers reference questions.
8. Oversees programming offered by the department, including teen programming.
9. Oversees the operations of the Readers' Services information desk including staffing and schedule changes.
10. Participates in managers' meetings.
11. Facilitates the Readers' Services department meetings.
12. Performs the duties of a Readers' Services Assistant as scheduled.
13. Promotes and markets the Library's collections.
14. Attends professional meetings, maintains memberships in professional associations, and participates in their activities.
15. Attends appropriate meetings, workshops, and conferences.
16. Represents the Library at community organizations and events.
17. Compiles statistical data and creates reports.
18. May oversee the work of volunteers.

19. Prepares weekly desk schedules as assigned.
20. Keeps informed of current trends and developments affecting libraries.
21. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Three years of public library experience.
3. Three years readers' advisory experience.
4. One year supervisory experience.
5. Valid Illinois driver's license.
6. Available to work evenings and weekends.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Considerable ability to establish and maintain effective work relationships with staff and patrons.
2. Considerable ability to perform excellent customer service and to communicate general Library policies and procedures to the public.
3. Considerable ability to lead and work as a member of a team.
4. Considerable ability to work independently.
5. Considerable ability to handle multiple and simultaneous tasks.
6. Ability to remain calm in difficult situations.
7. Ability to instruct Library staff in library methods and procedures.
8. Considerable skill in written and spoken communication.
9. Considerable knowledge and skill in the use of appropriate technology.
10. Extensive knowledge of popular fiction, literature, movies, and music in a variety of formats.
11. Knowledge of nonfiction, magazines, video games, and other Library collections.
12. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
13. Ability to use print, online, and electronic resources.
14. Knowledge of the professional practices, procedures, and techniques of library science.
15. Willingness to learn new skills.

TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Revised and Approved 12/17/2015  
Revised and Approved 09/27/18  
Revised and Approved 04/15/21  
Revised and Approved 04/21/2022

JOB TITLE: Reference Services Librarian II

DEPARTMENT: Adult Services

REPORTS TO: Head of Adult Services

CLASSIFICATION: Group 8

STATUS: **Non-Exempt**

#### OBJECTIVE

To perform high level professional library work such as developing and implementing projects that increase access and quality of information, advising and training professional staff, managing budgets and collections, negotiating contracts with vendors, and extensive outreach with community organizations. The work also involves selecting materials and maintaining the collection, providing reference and readers' advisory services, and one-on-one and classroom instruction to patrons.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Answers reference questions in person, by telephone, via email, and online.
3. Instructs patrons in the use of electronic and print resources including creating and leading classes for the public.
4. Provides readers' advisory services.
5. Selects material for the collection and participates in collection evaluation and maintenance.
6. Promotes and markets the library's adult collections including writing promotional material and creating physical and digital displays.
7. Arranges or creates and presents library programs and classes both in house and in the community.
8. Maintains memberships in professional associations and participates in their activities.
9. Continues librarianship education by attending appropriate meetings, workshops, and conferences.
10. Serves as Librarian in Charge as assigned.
11. Participates in community partnerships.
12. Prepares weekly desk schedules as assigned.
13. Writes and manages grants.
14. Writes reports and compiles statistics.

15. Oversees the work of the pages, technology pages, and volunteers.
16. Keeps informed of current trends and developments affecting libraries.
17. May assist in the collection budget process.
18. May be responsible for establishing new and maintaining current online resources.
19. May be responsible for training staff in the use of online resources.
20. May develop special services and programs for the business community.
21. May coordinate programs and maintain the yearly program calendar for Adult Services.
22. May negotiate with vendors for contracts for library services and programs.
23. May maintain the Library's digital collections.
24. May assist at other public service desks.
25. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Minimum three years professional library experience.
3. Customer service work experience preferred.
4. Available to work evenings and weekends.

#### KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to perform excellent customer service and to communicate general library policies and procedures to staff and the general public.
2. Considerable ability to establish and maintain effective working relationships with staff and patrons.
3. Considerable ability to work independently.
4. Considerable ability to conduct a patron interview and to provide an accurate response in a timely manner.
5. Considerable working ability to handle multiple and simultaneous tasks.
6. Considerable skill in written and spoken communication.
7. Considerable knowledge and skill in the use of online and electronic resources.
8. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 360.
9. Ability to lead and work as a member of a team.
10. Ability to remain calm in difficult situations.
11. Knowledge of literature, popular materials, nonfiction, and reference materials in a variety of formats.
12. Knowledge of the professional practices, procedures, and techniques of

- library science.  
13. Willingness to learn new skills.

**TOOLS/EQUIPMENT USED:**

A variety of office machines, computers and Library equipment.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Revised and Approved 09/27/18  
Revised and Approved 11/21/19

Revised and Approved 11/18/21  
Revised and Approved 04/21/2022



JOB TITLE: Reference Services Librarian

DEPARTMENT: Adult Services

REPORTS TO: Head of Adult Services

CLASSIFICATION: Group 7

STATUS: **Non-Exempt**

#### OBJECTIVE

To perform professional library work including planning and implementing library programs, selecting materials and maintaining the collection, providing reference and readers' advisory, and one-on-one and classroom instruction to patrons.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Answers reference questions in person, by telephone, via email, and online.
3. Instructs patrons in the use of electronic and print resources including creating and leading classes for the public.
4. Provides readers' advisory services.
5. Selects material for the collection and participates in collection evaluation and maintenance.
6. Promotes and markets the library's adult collections including writing promotional material and creating physical and digital displays.
7. Creates and presents library programs.
8. Maintains memberships in professional associations and participates in their activities.
9. Continues librarianship education by attending appropriate meetings, workshops, and conferences.
10. Serves as Librarian in Charge as assigned.
11. Participates in community partnerships.
12. Prepares weekly desk schedules as assigned.
13. Writes and manages grants.
14. May oversee the work of the pages, technology pages, and volunteers.
15. May write reports and compile statistics.
16. May assist at other public services desks.
17. Performs other duties as assigned.

## MINIMUM QUALIFICATIONS

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. One year library work experience.
3. Available to work evenings and weekends.

## KNOWLEDGE, SKILLS, AND ABILITIES

1. Ability to perform excellent customer service and to communicate general Library policies and procedures to staff and the general public.
2. Considerable ability to establish and maintain effective working relationships with staff and patrons.
3. Considerable ability to work independently.
4. Considerable ability to conduct a patron interview and to provide an accurate response in a timely manner.
5. Considerable ability to handle multiple and simultaneous tasks.
6. Considerable skill in written and spoken communication.
7. Considerable knowledge and skill in the use of online and electronic resources.
8. Considerable knowledge and skill in the use of appropriate technology including Microsoft Office 360.
9. Ability to lead and work as a member of a team.
10. Ability to remain calm in difficult situations.
11. Knowledge of literature, popular materials, nonfiction, and reference materials in a variety of formats.
12. Knowledge of the professional practices, procedures, and techniques of library science.
13. Willingness to learn new skills.

## TOOLS/EQUIPMENT USED:

A variety of office machines, computers and Library equipment.

## PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Revised and Approved 04/21/2022

JOB TITLE: School Liaison Librarian

DEPARTMENT: Youth Services

REPORTS TO: Head of Youth Services

CLASSIFICATION: Group 8

STATUS: **Non-Exempt**

OBJECTIVE:

To plan and implement an extensive program of outreach to schools and other organizations serving children and their families, teachers, and caregivers. To participate in the development of the Youth Services collection and offer reference and readers' advisory services, programming, and instruction to the public.

DUTIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Represents the library through regular visits to local schools and other community organizations serving children and families. Maintains excellent working relationships with their administrators and faculty.
3. May manage Seasonal Preschool Outreach Internship program by hiring, training, disciplining, and evaluating seasonal staff.
4. Assists in oversight of the Youth Services collection of materials.
5. Anticipates and provides materials for curriculum support, preschool through eighth grade.
6. Performs Readers' Advisory.
7. Answers readers' services and basic reference questions.
8. Instructs patrons in the use of the library's eCollections and associated technology.
9. Plans, prepare, conducts, and evaluates programs.
10. Assists and instructs patrons in the use of office machines, computers, and Library equipment.
11. Promotes and markets the Library's Youth Services collections, including writing promotional material and creating physical and digital displays.
12. Stays current with trends in youth literature and library services.
13. Maintains memberships in professional associations and participates in their activities.
14. Attends appropriate meetings, workshops, and conferences.
15. Writes reports and compiles statistics.
16. Writes and administers grants.

17. Oversees the work of volunteers.
18. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Three years professional library work experience with children.
3. Available to work evenings and weekends.
4. Valid Illinois driver's license.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective work relationships with staff, patrons, and community partners.
2. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
4. Ability to remain calm in difficult situations.
5. Ability to handle multiple and simultaneous tasks.
6. Ability to work as a member of a team.
7. Ability to work independently.
8. Ability to use print and electronic resources.
9. Extensive knowledge of materials for children and their caregivers in a variety of formats.
10. Skill in written and spoken communication.
11. Extensive knowledge and skill in the use of appropriate technology.
12. Knowledge of the professional practices, procedures, and techniques of library science.
13. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers and Library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Revised and Approved 05/20/21  
Revised and Approved 04/21/2022

JOB TITLE: Teen Services Librarian  
DEPARTMENT: Adult Services  
REPORTS TO: Readers' Services Manager  
CLASSIFICATION: Group 8  
STATUS: **Non-Exempt**

**OBJECTIVE:**

To develop and market the Library's collections, services, and programs for older teens. This person performs professional library work such as managing budgets and collections, extensive outreach to community organizations, and reference and readers' advisory services.

**DUTIES:**

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Creates and presents Library programs and conducts Library tours.
3. Coordinates the activities of the Teen Advisory Board and oversees the work of teen volunteers.
4. Writes content for teens for the Library web site and other material for the public.
5. Keeps informed of trends in teen services.
6. May oversee the workflow of select Readers Services staff.
7. Represents the Library through regular visits to local high schools and other community organizations serving teens. Maintains excellent working relationships with their administrators and faculty.
8. Promotes programs, events, and services to local high schools including in person visits.
9. Attends professional meetings, maintains memberships in professional associations, and participates in their activities.
10. Selects material for the collection and participates in collection evaluation and maintenance.
11. Performs readers' advisory and answers reference questions.
12. Promotes and markets the Library's collections.
13. Instructs patrons in the use of the Library's digital collections and associated technology.

14. Prepares weekly desk schedules as assigned.
15. May write reports, grants, and compile statistics as assigned.
16. May represent the Library at community organizations and events.
17. May be responsible for developing new popular materials collections and services.
18. Performs other duties as assigned.

#### MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Three years professional library experience working with teens.
3. Valid Illinois driver's license.
4. Available to work evenings and weekends.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to perform excellent customer service and to communicate general Library policies and procedures to the public.
2. Ability to establish and maintain effective work relationships with staff and patrons.
3. Extensive knowledge of young adult literature, popular materials, and Library resources in a variety of formats.
4. Considerable ability to establish rapport with teens.
5. Knowledge of theories of child development.
6. Considerable ability to work as a member of a team and independently.
5. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
7. Ability to remain calm in difficult situations.
8. Ability to handle multiple and simultaneous tasks.
9. Ability to use print, online, and electronic resources.
10. Considerable skill in spoken and written communication.
11. Considerable knowledge and skill in the use of appropriate technology.
12. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

A variety of Library and office machines, computers and Library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:



The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of library materials from one library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

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Revised and Approved 11/21/19  
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Revised and Approved 04/21/2022

JOB TITLE: Youth Services Assistant Manager

DEPARTMENT: Youth Services

REPORTS TO: Head of Youth Services

CLASSIFICATION: Group 8

STATUS: **Non-Exempt**

OBJECTIVE:

To supervise select Youth Services staff and assist the Head of Youth Services in the management of the Youth Services Department. This position serves on the Management team and participates in strategic planning and policy development, and implements the Library's strategic plan to uphold its mission, vision, and values.

DUTIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Hires, trains, supervises, disciplines, and evaluates part-time staff.
3. Assists in developing long-term strategic goals for the Youth Services department.
4. Participates in planning the department budget.
5. Oversees selection and organization of the non-fiction collection.
6. Participates in review and revision of the collection development policy.
7. Selects material for the collection and participates in collection evaluation and maintenance.
8. Oversees the operations of the Youth Services information desk including staffing and scheduling.
9. Performs Readers' Advisory.
10. Answers readers' services and basic reference questions.
11. Oversees the management of the Youth Services department Summer Reading Challenge.
12. Represents the Library through partnerships with community organizations.
13. Participates in managers' meetings.
14. Attends professional meetings, maintains memberships in profession associations, and participates in their activities.
15. Stays current with trends in youth literature and library services.
16. Writes reports, grants and compiles statistics as assigned.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. Three years professional library work experience with children.
3. One year supervisory experience.
4. Valid Illinois driver's license.
5. Available to work evenings and weekends.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

1. Ability to establish and maintain effective work relationships with staff, patrons, and community partners.
2. Ability to perform excellent customer service and to communicate general Library policies and procedures to the public.
3. Ability to lead and work as a member of a team.
4. Ability to establish rapport with children and caregivers. Ability to work independently.
5. Ability to work independently.
6. Ability to remain calm in difficult situations.
7. Ability to handle multiple and simultaneous tasks.
8. Ability to instruct Library staff in Library methods and procedures.
9. Skill in written and spoken communication.
10. Extensive knowledge and skill in the use of appropriate technology.
11. Extensive knowledge of materials for children and their caregivers in a variety of formats.
12. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
13. Ability to use print and electronic resources.
14. Knowledge of the professional practices, procedures, and techniques of library science.
15. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger; handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This job description should not be interpreted as all-inclusive or as an employment agreement between the employer and employee. It is intended to identify the essential functions and requirements of this job and is subject to change as the needs of the employer and requirements of the job change. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Any essential functions of this position will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

Approved 11/21/19  
Revised and Approved 05/20/21  
Revised and Approved 04/21/2022

JOB TITLE: Youth Services Librarian

DEPARTMENT: Youth Services

REPORTS TO: Head of Youth Services

CLASSIFICATION: Group 7

STATUS: **Non-Exempt**

OBJECTIVE:

To participate in the development of the Youth Services collection, provide outreach to community groups, and offer reference and readers' advisory services, programming, and instruction to the public.

DUTIES:

1. Understands and carries out the Library's policies, procedures, values, and strategic planning goals.
2. Assists in oversight of the Youth Services collection of materials.
3. Represents the library through partnerships with community organizations.
4. Performs Readers' Advisory.
5. Answers readers' services and basic reference questions.
6. Instructs patrons in the use of the Library's eCollections and associated technology.
7. Plans, prepares, conducts, and evaluates programs.
8. Assists and instructs patrons in the use of office machines, computers, and Library equipment.
9. Promotes and markets the Library's youth services collections, including writing promotional material and creating physical and digital displays.
10. Stays current with trends in youth literature and Library services.
11. Maintains memberships in professional associations and participates in their activities.
12. Attends appropriate meetings, workshops, and conferences.
13. Writes reports and compiles statistics.
14. Writes and manages grants.
15. Oversees the work of volunteers.
16. May coordinate with Teen Services for programming, collections, and outreach.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Master's Degree in Library Science or Information Science from an ALA accredited program.
2. One year library work experience with children.
3. Available to work evenings and weekends.
4. Valid Illinois driver's license.

#### KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to establish and maintain effective work relationships with staff, patrons, and community partners.
2. Ability to perform excellent customer service and to communicate general library policies and procedures to the public.
3. Ability to conduct a patron interview and to provide an accurate response in a timely manner.
4. Ability to remain calm in difficult situations.
5. Ability to handle multiple and simultaneous tasks.
6. Ability to work as a member of a team.
7. Ability to work independently.
8. Ability to use print and electronic resources.
9. Extensive knowledge of materials for children and their caregivers in a variety of formats.
10. Skill in written and spoken communication.
11. Extensive knowledge and skill in the use of appropriate technology.
12. Knowledge of the professional practices, procedures, and techniques of library science.
13. Willingness to learn new skills.

#### TOOLS/EQUIPMENT USED:

A variety of office machines, computers, and Library equipment.

#### PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift up to 25 pounds. The employee must transport/move up to 100 pounds of Library materials from one Library location to another. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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