

ADAMS COUNTY PUBLIC LIBRARY

SECTION 2.500 – STAFF TITLES AND DESCRIPTION (revised 12/12/2019)

SUMMARY CHART OF STAFF, TITLES, DUTIES AND QUALIFICATIONS

<u>POSITION</u>	<u>RESPONSIBILITY</u>	<u>KNOWLEDGE BASE, EXPERIENCE AND PLACEMENT</u>	<u>WAGE RANGE</u>	<u>Classification</u>
Executive Director	Organizes and leads library district; provides direct service to patrons	Master’s degree in library science or a related field with significant coursework in library science; five years current experience in library management and supervision; wage placement based on training and experience.	\$55,000 - \$75,000	Professional; Exempt; Salaried
Fiscal Officer	Serves as the financial officer in accordance with federal, state, and local laws as well as the policies and decisions of the library board.	High school diploma; training or work experience in accounting, business, or public administration that provides a base of knowledge for governmental accounting; wage placement based on training and/or experience.	\$30,000- \$50,000	Professional; Nonexempt; Salaried
Coordinator	Develops and supervises a professional library service at the district or building level; provides direct service to patrons.	Master’s degree in library science or in a related field with significant coursework in library science or equivalent of education and experience; wage placement based on training, experience, and scope of duties.	\$30,000 - \$45,000	Professional; Nonexempt; Salaried
Specialist	Implements a district-wide service that requires advanced training and extensive experience; provides direct service to patrons.	Bachelor’s degree or significant undergraduate coursework in the area of assigned duties; wage placement based on training, experience, and scope of duties.	\$27,000 - \$40,000	Associate; Nonexempt; Salaried
Public Service Team Leader	Supplementary assignment to provide staff leadership and monitor conditions of facilities; provides direct service to patrons.	High school diploma; must have a current full-time assignment with the library; wage based on scope of duties.	1,890 supplementary salary	Associate; Exempt; Salaried
Deputy Fiscal Officer	Supplementary assignment of accounting duties assigned by the fiscal officer or the library board, in the absence of the fiscal officer.	High school diploma; on-the-job training with performance indicators of ability to successfully manage the job assignment; wage set annually.	\$9.50 - \$16.00 hour	Paraprofessional; Nonexempt; Hourly; Annual Equivalent = \$16,848 - \$33,280
Assistant	Assists in all areas as needed; coordinates a designated set of tasks such as circulation or programming; provides direct service to patrons.	High school diploma; library science training preferred; three years of current, library work experience; avid reader; computer literate, public service skills, ability to learn quickly; wage placement based on training and experience.	\$9.50- \$16.00 hour	Paraprofessional; Nonexempt; Hourly; Annual Equivalent = \$19,760 - \$33,280
Clerk	Supports services in all areas as needed and directed; provides direct service to patrons.	High school diploma; avid reader; computer literate, public service skills, ability to learn quickly; wage placement based on training and experience.	\$8.80- \$14.00 hour	Paraprofessional; Nonexempt; Hourly; Annual Equivalent = \$18,304 - \$29,120

Custodian	Daily cleaning and care of library facilities, or general maintenance of library facilities and grounds.	Prior experience or on-the-job training; wage placement based on training and experience.	\$8.80 - \$14.00 hour	Non-classified; Nonexempt: Hourly; Annual Equivalent = \$18,304 - \$29,120
Page	Shelving and maintaining order of shelves, assisting with other routine tasks, as directed by Public Services Team Leader	On-the-job training; wages determined by Ohio minimum wage	Min. Wage \$8.80 hour	Paraprofessional; Nonexempt; Hourly; Annual Equivalent = \$8,632 - \$13,120