

Library Program Coordinator
Tri-City Public Library District
Job Description

Library Address

600 South Main St.
Buffalo, IL 62515

Employment Type

Full Time – 30 hours weekly

Hourly Wage

\$18.00 to \$20.00 hour
based on experience, education and technical skills

About the Organization

The Tri-City Public Library District is located approximately 16 miles east of Springfield, and it includes the communities of Buffalo, Dawson and Mechanicsburg. It serves a population of more than 3600. The library is located in Buffalo and is open six days a week. The library is part of the Illinois Heartland Library System.

The library program coordinator is full-time and is responsible for developing and administering programs for children, teens and adults. Reports to and works with the Library Administrator to ensure programming is beneficial to the library goals and within budget.

Job Description and Duties

- Develop programs for the library that meets the goals of the Library and the needs of the community.
- Meet with community teachers, business owners and leaders to determine needs of library patrons.
- Recruit community volunteers when needed to enhance programs and broaden the nature of Library programs.
- Research needs of the community by age groups.
- Work with library staff to develop and conduct programs.

Minimum Requirements

A degree in library science is preferred or a combination of education and experience in library-related work and administration. The pay range is based upon work experience and education. The position requires verbal/written communication skills and the ability

to lead programs and activities for patrons. Must also be able to work in a team environment.

Benefits Offered

Retirement plan (IMRF)

Paid time off

Letter of interest/resume due to Lhaage@trcitylib.il.us or to the Tri-City Library, Attention: Leanne Haage, President By end of business on October 5, 2026.

Letter of reference due upon request.