

Helen Plum Library
 Pay Grade Assignments
 Based on a 37.5 Hour Workweek
 Effective: July 1, 2024

Pay Grade	FLSA	Job Title ¹	Range Minimum	Range Midpoint	Range Maximum
ED	E ²	Executive Director	\$110,425	\$138,031	\$165,637
			\$56.63	\$70.79	\$84.94
13	E ²	Assistant Director	\$82,168	\$102,710	\$123,253
	E ²	Director of Strategic Communications & Marketing ³	\$42.14	\$52.67	\$63.21
12		Hold for Future Use	\$74,084	\$92,605	\$111,126
			\$37.99	\$47.49	\$56.99
11	E	Adult Services Manager	\$66,794	\$83,493	\$100,192
	E ²	Business Office Manager & Human Resources Coordinator	\$34.25	\$42.82	\$51.38
	E	Technology and Metadata Services Manager			
	E	Youth Services Manager			
10	E	Marketing Manager	\$60,222	\$75,278	\$90,334
	E	Patron Services Manager	\$30.88	\$38.60	\$46.32
9	E ²	Facility and Security Services Manager	\$54,297	\$67,871	\$81,446
	NE	Adult Services Assistant Manager ⁴	\$27.84	\$34.81	\$41.77
	NE	Youth Services Assistant Manager ⁴			
8	E	Network Administrator ⁴	\$48,955	\$61,193	\$73,432
	NE	Adult Services Librarian	\$25.10	\$31.38	\$37.66
	NE	Cataloging & Systems Librarian			
	NE	Programming Librarian			
	NE	Teen Services Librarian			
	NE	Youth Services Librarian			
7	E	Graphic Designer	\$44,138	\$55,172	\$66,207
	E	Marketing Content Coordinator	\$22.63	\$28.29	\$33.95
	NE	Adult Services Library Associate II			
	NE	Cataloger			
	NE ²	Executive Assistant			
	NE	Patron Services Assistant Manager			
	NE	Youth Services Library Associate II			
6	NE	Information Technology Specialist	\$39,795	\$49,744	\$59,693
			\$20.41	\$25.51	\$30.61

1. Within Job Titles there may be multiple Position Titles.
2. FLSA (Fair Labor Standards Act) exempt or non-exempt status for the position was determined by HPL Management.
3. Manually slotted by HPL Management based on internal equity; comparable value to the Assistant Director position.
4. Manually slotted by HPL Management based on HR Source 2022 Library Survey.

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5	NE	Acquisitions Specialist	\$35,880	\$44,850	\$53,819
	NE	Adult Services Library Associate I	\$18.40	\$23.00	\$27.60
	NE	Copy Cataloger			
	NE	Youth Services Library Associate I			
4	NE	Facilities Assistant	\$32,349	\$40,437	\$48,524
	NE	Patron Services Team Lead	\$16.59	\$20.74	\$24.88
	NE	Processing Specialist			
3	NE	Patron Services Assistant	\$29,250	\$36,500	\$43,750
	NE	Security Monitor	\$15.00	\$18.72	\$22.44
2*	NE	Shelving Assistant	\$29,250	\$34,348	\$39,445
	NE	Shelving Team Lead	\$15.00	\$17.61	\$20.23
	NE	Youth Services Seasonal Library Assistant ⁴			

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4. Manually slotted by HPL Management based on HR Source 2022 Library Survey.

*The minimum value of pay grade 2 was manually adjusted at the request of HPL Management to be compliant with the future minimum wage rate of \$15.00 per hour.