

Crete Public Library Policies Handbook

400 Employee Job Descriptions

400.1 Library Clerk

General Description: Perform basic library technical and public service tasks as needed or assigned. The main responsibility of this position is staffing the circulation desk and assisting patrons with related tasks. Part-time position. Reports to the Director. Performs duties as designated by Director and primary staff.

Qualifications: Must be at least 16 years of age. Public service skills and computer experience necessary.

Typical Duties and Responsibilities:

Cooperate as a team member with library staff in performing essential library duties Work at the circulation desk as primary library staff as assigned, with additional hours on rotating Saturdays and evenings as assigned. Assist other primary staff with back-up duties at the circulation desk when necessary. Use automated computer system to assist patrons with registration, check-in, check-out, reference questions, and Internet use. Shelve returned materials.

Consistently present Crete Public Library and its services in a positive manner and adhere to customer service guidelines and procedures as established by the Library Board of Trustees.

Assist with processing new materials (stamping, embossing, bar coding, etc.).

Develop bulletin boards, brochures, and other public relations materials as assigned utilizing available computer programs.

Withdraw materials from the collection as directed, using online resources and accepted standards and procedures.

Mend resources as assigned.

Catalogue resources as assigned, using various online resources and accepted standards and procedures.

Process patron overdue/bill notices on a weekly basis as assigned.

Participate in Library outreach ventures for various community populations.

Participate in continuing education opportunities as scheduling allows.

Respond positively and effectively to assignments from the Library Director and primary staff.

400.1 Library Clerk

Continued

Necessary Skills and Abilities:

Basic knowledge of computer software and the Internet.

Ability to communicate effectively with a diverse population and work effectively with a variety of patrons.

Ability to communicate effectively with fellow staff and plan workflow according to established priorities.

Ability to shelve and retrieve books stored at floor level to seven feet above floor level.

Ability to pack and lift up to 40 pounds in the transportation of a variety of resources to outreach sites and in-house.

Ability to stand for extended periods of time to assist patrons at the circulation desk and at the Internet terminals.

Ability to frequently walk the length of the library to assist patrons.

Ability to accurately organize resources according to alphanumeric systems (in particular, the Dewey Decimal System).

Revised and Approved 5.12.14

400.2 Library Technician (Technical and Public Services)

General Description: Catalogue assigned resources according to established standards and procedures. Perform Inter-Library Loan services. Troubleshoot computer problems with patron Internet terminals. Manage office and janitor supply budgets and order as needed. Assist patrons with various information requests using an automated library system. Perform all aspects of circulation desk responsibilities. Participate in Library outreach ventures for various community populations. Full-time position. Reports to the Director.

Qualifications: High School diploma or equivalent plus 2 years college coursework or job related experience. Public service skills and computer experience necessary.

Typical Duties and Responsibilities:

Process and catalogue assigned resources using online resources and accepted standards and procedures.

Using available computer programs, manage budget expenditures for office and janitor supplies.

Perform Inter-Library Loan services based on patrons' requests.

Translate documents as directed from English to Spanish. Assist Spanish speaking patrons with use of library services.

Plan and implement computer classes for adult patrons.

Cooperate as a team member with library staff in performing essential library duties. Work at the circulation desk as primary library staff as assigned, with additional hours on rotating Saturdays and evenings as assigned. Assist other primary staff and part-time staff with back-up duties at the circulation desk when necessary. Use automated computer system to assist patrons with registration, check-in, check-out, reference questions, and Internet use. Shelve returned materials.

Consistently present Crete Public Library and its services in a positive manner and adhere to customer service guidelines and procedures as established by the Library Board of Trustees.

Assist patrons with computer use, including the Internet. Troubleshoot problems that may arise.

Withdraw materials from the collection as needed, using online resources and accepted standards and procedures.

Process donations, adding them to the collection when appropriate.

Participate in continuing education opportunities as scheduling allows.

Respond positively and effectively to assignments from the Library Director.

**400.2 Library Technician
(Technical and Public Services)
Continued**

Necessary Skills and Abilities:

Basic knowledge of principles and practices of public library services.

Ability to communicate effectively with a diverse population and work effectively with a variety of patrons.

Ability to communicate effectively with fellow staff and delegate duties when appropriate.

Intermediate knowledge of computer software and the Internet

Ability to shelve and retrieve books stored at floor level to seven feet above floor level.

Ability to pack and lift up to 40 pounds in the transportation of a variety of resources to outreach sites and in-house.

Ability to stand for extended periods of time to assist patrons at the circulation desk and at the Internet terminals.

Ability to frequently walk the length of the library to assist patrons.

Ability to accurately organize resources according to alphanumeric systems, (in particular, the Dewey Decimal System).

Revised and approved 12.8.14

400.3 Library Technician

(Outreach Services)

General Description: Provide outreach services and programs for the elderly at various sites in the community. Assist patrons in-house with various information requests using an automated library system. Perform all aspects of circulation desk responsibilities. Manage the Large Print collection. Participate in Library outreach ventures for other community populations. Full-time position.

Reports to the Director.

Qualifications: High School diploma or equivalent plus 2 years college coursework or job related experience. Public service skills and computer experience necessary.

Typical Duties and Responsibilities:

Plan, develop and implement a monthly program schedule for outreach sites.

Pack and transport books and audio books to outreach sites. Hand deliver materials to patrons who reside at various outreach sites or are homebound. Mail books to patrons when appropriate.

Using available computer programs, track outreach patron usage and customize material delivery based on patrons' interests and needs.

Using available computer programs, manage selections and budget expenditures for the Large Print collection. Withdraw materials as necessary based on accepted standards and procedures.

Process and catalogue Large Print purchases using online resources and accepted standards and procedures.

Assign appropriate tasks to part-time staff as needed.

Using various software programs, format and produce a monthly newsletter with contributions from other staff members. Also complete special assignments as assigned (brochures, etc.).

Cooperate as a team member with library staff in performing essential library duties. Work at the circulation desk as primary library staff as assigned, with additional hours on rotating Saturdays and evenings as assigned. Assist other primary staff and part-time staff with back-up duties at the circulation desk when necessary. Use automated computer system to assist patrons with registration, check-in, check-out, reference questions, and Internet use. Shelf returned materials.

Consistently present Crete Public Library and its services in a positive manner and adhere to customer service guidelines and procedures as established by the Library Board of Trustees.

Provide back-up assistance for Inter-Library Loan.

Participate in continuing education opportunities as scheduling allows.

Respond positively and effectively to assignments from the Library Director.

**400.3 Library Technician
(Outreach Services)
Continued**

Necessary Skills and Abilities:

Basic knowledge of principles and practices of public library services.

Ability to communicate effectively with a diverse population and work effectively with a variety of patrons.

Ability to communicate effectively with fellow staff and delegate duties when appropriate.

Intermediate knowledge of computer software and the Internet.

Ability to shelve and retrieve books stored at floor level to seven feet above floor level.

Ability to pack and lift up to 40 pounds in the transportation of a variety of resources to outreach sites and in-house.

Ability to stand for extended periods of time to assist patrons at the circulation desk and at the Internet terminals.

Ability to frequently walk the length of the library to assist patrons.

Ability to accurately organize resources according to alphanumeric systems, (in particular, the Dewey Decimal System).

Revised and Approved 4.13.15

**Library Technician
(Youth Services)**

General Description: Plan, organize and deliver children's services and programs according to established standards and procedures. Provide a variety of children's services, both in-house and through outreach efforts. Assist patrons with various information requests using an automated library system. Perform all aspects of circulation desk responsibilities. Manage the children's and young adult collections. Participate in Library outreach ventures for other community populations. Full-time position. Reports to the Director.

Qualifications: High School diploma or equivalent plus 2 years college coursework or job related experience. Public service skills and computer experience necessary.

Typical Duties and Responsibilities:

Plan, develop, and implement a monthly program schedule for the youth services and programs according to season of year, special events, and regular library schedule. This includes, but is not limited to, weekly story-times, summer reading programs, and outreach efforts.

Using available computer programs, manage selections and budget expenditures for the children's collection as assigned. Withdraw materials as needed according to established standards and procedures.

Process and catalogue children's resources as assigned, using online resources and accepted standards and procedures.

Administer and manage the volunteer program. This includes, but is not limited to, summer reading volunteers.

Work with school librarians and community groups to develop and expand children's services.

Using available computer programs, prepare materials to publicize the services and resources of the youth services department.

Cooperate as a team member with library staff in performing essential library duties Work at the circulation desk as primary library staff as assigned, with additional hours on rotating Saturdays and evenings as assigned. Assist other primary staff and part-time staff with back-up duties at the circulation desk when necessary. Use automated computer system to assist patrons with registration, check-in, check-out, reference questions, and Internet use. Shelve returned materials.

Consistently present Crete Public Library and its services in a positive manner and adhere to customer service guidelines and procedures as established by the Library Board of Trustees.

Participate in continuing education opportunities as scheduling allows.

Respond positively and effectively to assignments from the Library Director.

**400.3 Library Technician
(Youth Services)
Continued**

Necessary Skills and Abilities:

Basic knowledge of principles and practices of public library services.

Basic knowledge of children's library services, programs and literature.

Ability to communicate effectively with a diverse population and work effectively with a variety of patrons.

Ability to plan, organize and coordinate work routines.

Exhibit creativity, energy and enthusiasm to promote children's services and Crete Public Library to the community.

Ability to communicate effectively with fellow staff and delegate duties when appropriate.

Intermediate knowledge of computer software and the Internet.

Ability to shelve and retrieve books stored at floor level to seven feet above floor level.

Ability to pack and lift up to 40 pounds in the transportation of a variety of resources to outreach sites and in-house.

Ability to stand for extended periods of time to assist patrons at the circulation desk and at the Internet terminals.

Ability to frequently walk the length of the library to assist patrons.

Ability to accurately organize resources according to alphanumeric systems, (in particular, the Dewey Decimal System).

Revised and Approved 9.17.14

Assistant Director

General Description: In the absence of the Library Director, this position is responsible for managing the Library. The job of Assistant Director is not a stand-alone position. Typically, it is in addition to the duties of another full-time position. Reports to the Director.

Qualifications: High School diploma or equivalent plus 2 years college coursework or job related experience. Public service skills and computer experience necessary

Typical Duties and Responsibilities:

In the absence of the Library Director:

- Supervise staff, work flow and scheduling.
- Process timecards and return to the Deputy City Clerk by deadline.
- Represent the Library at Library Board meetings, City Council meetings and other Library related meetings as directed.
- Represent the Library in communications with City Hall and other City staff.
- Work with vendors as needed.
- Document and follow up on any building related concerns.
- Document and follow up on any patron related concerns.
- Communicate with the Library Director as needed during Director's absence.

Necessary Skills and Abilities:

Advanced knowledge of principles and practices of public library services.

Ability to communicate effectively with a diverse population and work effectively with a variety of patrons, vendors and City staff.

Ability to plan, organize and coordinate work routines.

Ability to communicate effectively with fellow staff and delegate duties when appropriate.

Intermediate knowledge of computer software and the Internet.

Ability to pack and lift up to 40 pounds in the transportation of a variety of resources to outreach sites and in-house.

Ability to stand for extended periods of time to assist patrons at the circulation desk and at the Internet terminals.

Ability to frequently walk the length of the library to assist patrons.

Ability to shelve and retrieve books stored at floor level to seven feet above floor level.

Revised and Approved 9.17.14

Library Director

General Description

Develop, plan, and administer City Library services for the City of Crete. Report to the Library Board of Trustees and coordinate with the Mayor and the City Council. Full-time, salaried Position.

Desired Qualifications

MLS degree with 3 years professional experience in a library, media center or within a related field, or BA/BS degree with endorsement of 32 hours as a media specialist with 3 years professional experience in a library, media center, or a related field.

Typical Duties and Responsibilities

Develop and submit yearly fiscal City of Crete budgets for approval.

Work with the Friends of the Library to provide programs and resources outside of the City of Crete budget.

Efficiently manage approved and allocated yearly budgets (both donations and City tax funds).

Effectively manage all areas of the Library's Human Resources (hiring, firing, scheduling, appraising performance, training, etc.).

Develop City Library policies with the Library Board and effectively communicate those policies to the City Council, staff, and community.

Continually assess the City Library's strengths and weaknesses, and set goals to foster enhanced services based on community interests and needs.

Develop, maintain, and manage the distribution of the City Library collection.

Explore and apply emerging technology to City Library services when appropriate.

Develop and maintain the City Library's ability to access collections from other libraries and provide the City Library's resources for other cooperating libraries.

Keep the community informed of offerings and develop strong public relations.

Work cooperatively with the Library Board, City Council, and other community organizations in efforts to increase services to benefit community members.

Maintain professional growth strategies for self and staff.

Be an active participant in all Library staff work responsibilities.

Attend Library Board meetings, report to the Board monthly, and assume full responsibility for Library administration.

Represent the City Library at all City Council meetings regularly. Attend City Council committee meetings as necessary.

Be available to work weekends and evenings as needed.

Library Director
Continued

Desired Knowledge, Skills, and Abilities:

Thorough knowledge of principles and practices of modern librarianship.

Thorough knowledge of community analysis and its relation to City Library services.

Ability to develop and manage budgets as they relate to running a department of this type.

Ability to build and provide library resources in a variety of formats based on community interests and needs.

Ability to develop and implement successful programs based on community interests and needs.

Ability to effectively manage library staff

Ability to communicate effectively with a diverse population and work effectively with a variety of patrons, vendors, City of Crete staff and administration and library staff.

Ability to make decisions from conducting analyses'.

Ability to effectively utilize computer resources.

Ability to troubleshoot common computer problems.

Ability to pack and lift up to 40 pounds in the transportation of a variety of resources to outreach sites and in-house.

Ability to stand for extended periods of time to assist patrons at the circulation desk and at the Internet terminals.

Ability to frequently walk the length of the City Library to assist patrons.

Ability to shelve and retrieve books stored at floor level to seven feet above floor level.

Revised and Approved 11.19.13