

JOB DESCRIPTIONS

REQUIREMENTS

Director

Works with the Board of Trustees, the Mayor and the City Council
Reflects a positive image in the community
Hires staff
Orders books and library materials
Catalogs, classifies and processes library materials
Handles library public relations
Recommends lending and circulation rules and procedures
Handles reference requests
Supervises the upkeep of collection and maintains a neat, attractive library
Plans and implements all library programs
Keeps all records of financial data
Keeps all records of library operation
Prepares monthly board report and annual report for board, city, and state
Works with board on budget goals
Makes recommendation on board policies
Keeps library accredited
Remembers that library business is to be kept confidential

Pay Range based on experience: \$9.00-\$17.00 budget allowing
Comparable city job: City Clerk is full time makes \$17.76 hour
High School diploma required, but bachelors preferred
Prior library experience preferred

Assistant Librarian

Learn to operate the computerized circulation system

Process SILO interlibrary loan

Implement library policies

Open/Close the library following procedure

Keep library clean including but not limited to dusting and vacuuming

Check-in and shelve books accurately

Process books according to procedure

Assist in planning and implementing Summer Reading Program

Plan and implement early out activities for school children

Rotate book displays

Pay range: Minimum range and up as library budget allows

Job comparison: City Deputy Clerk makes \$15.50 an hour

High school diploma required, prior library experience preferred