



107 South Main Street
Waupaca, WI 54981

Phone (715) 258-4414

Youth (715) 258-4417

www.waupacalibrary.org

**Waupaca Area Public Library
Personnel Committee Meeting
Library Meeting Room C
Wednesday November 15, 2017, 4:00**

1. Call meeting to order
2. Approval of the agenda
3. Open Meeting Law:

This meeting and all other meetings of the Waupaca Area Public Library Board are open to the public. Proper notice has been posted and given to the press, in accordance with Wisconsin State Statutes so that the citizens may be aware of the time, place and agenda of this meeting.

4. Discuss changes to the Assistant Director/IT job description
5. Adjournment

PLEASE ADVISE THE CITY CLERK'S OFFICE IF YOU REQUIRE SPECIAL ACCOMMODATIONS. THE CITY OF WAUPACA PROVIDES EQUAL OPPORTUNITIES FOR PUBLIC MEETINGS.

Please call the library by 12:00 pm on meeting date if you are unable to attend.

To: Personnel Committee Members
From: Peg Burington, Library Director
Subject: Job Description for Assistant Director/IT Coordinator
Date: November 15, 2017

The Management Team met and discussed the current job description for our vacant position. There were several responsibilities that we felt needed to be shifted and language that needed to be added for clarification. We all agreed that the job description, as it is currently written, would be extremely difficult for a single person to achieve. The language was outdated and wordy. We eliminated gender based (his/her) language. There was no mention of community involvement or "being the face of the Library." We also discussed publishing a recruiting ad that would exemplify the exciting and innovative work we do.

Proposed responsibilities to be removed from the job description:

- Volunteer coordination
- Overseeing Interlibrary Loan
- Database maintenance of patron records and materials
- Scheduling/training of all staff **instead** supervises the scheduling and training
- Homebound and Nursing homes services
- Curating the music collection

Planning for new positions: a list of possible responsibilities

- Curating the music collection
- Grant writing
- Supervision, training and scheduling of circulation staff
- Updating training materials
- Outreach

The job description with highlighted changes is attached. I apologize for the funky formatting. We are attempting to use a template created by a City consultant.



Position Description

Job Title	Assistant Library Director/ IT Coordinator
Department	Library
Employment Status	Full time
Exempt/Non Exempt Status	Exempt

Scope of Work

The Assistant Library Director is responsible for the circulation functions of the library and participating in providing reference. In addition, the Assistant Library Director supervises numerous staff within the library and has added management duties. As the Information -Technology Coordinator, this individual has responsibility for updating and maintaining -computers, library equipment and the library website.

Represents the Library in the Community and acts as Director in their absence.

Supervision

Received	Library Director
Exercised	Supervises Circulation Assistants, Library Assistants, Information Assistants, Technical Services Librarian, Interlibrary Loan Librarian, Pages, <i>and Volunteers.</i>

Teamwork

- Relationships/interactions with teammates.
- Problem solving. Thinks creatively and provides ideas on how to better perform tasks and responsibilities.
- Speaks respectfully and courteously to patrons and teammates.
- Job knowledge – asks supervisor when there is a question or concern about library policy or job tasks.
- Demonstrates a willingness to learn from teammates and take direction.

Customer Service

- Is fully present. Gives customer their full attention.
- Demonstrates a commitment to offer the best customer service.
- Is tactful, courteous, honest and diplomatic to patrons on the phone and in person.
- Promotes a positive public image to patrons and teammates.

Essential Job Functions: The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here,

as the needs of the employer and/or the requirements of the position change.

- Supervises the scheduling and training of staff, including: circulation, technical services, audio/visual, interlibrary loan, and pages. Examples of tasks include: participating in hiring, training, scheduling, evaluating, coaching, assigning work, monitoring progress, mediating problems, and providing and updating training materials.
- ~~Supervise and maintain OWLSnet database resulting in accurate patron records in system wide shared database. Examples of tasks include: supervising entering of new records, researching and cleaning up flawed records, purging old records.~~ Reporting circulation software issues to OWLS and assisting OWLS with software installation and troubleshooting.
- Recommend, develop and facilitate circulation procedures and policies. Examples include: policies and procedures regarding patron registration, overdue materials and lost or damaged materials; overseeing the sending of overdue notices; supervising circulation desk operation and assisting as needed; supervising related staff; maintaining patron registration database and supervising entering of patron data into automated circulation system.
- Provide technology support. Examples of tasks include: maintaining and troubleshooting all computers, printers, and the local area network. Assisting patrons with computer questions; providing computer and technology training for library staff; purchasing and deploying new printer and computer hardware (with input from the staff); managing software updates, subscriptions and purchases; and monitoring and maintenance of equipment/ software to be certain it is working properly.
- ~~Communicate Actively participates in support agencies and community organizations. with affiliated groups to assure flow of information.~~ Examples of ~~tasks organizations~~ include: ~~attending staff meetings, Library Foundation, Friends of the Waupaca Library, coordinating system meetings at the library, Library System~~ conducting tours, participating in library system meetings, participate in monthly Library Board meetings; record and distribute library staff meeting notes.
- ~~Oversee interlibrary loan requests. Examples include: placing holds for interlibrary loan items, filling out interlibrary loan forms and getting them to the proper agency, and clarifying with library patrons their requests for interlibrary loan materials.~~
- Develop and maintains ~~a portion of the library the music collection (to be assigned)~~. Examples include: reviewing journals and magazines; previewing selections; making purchase decisions within budget amounts; balancing collection; keeping up to date on trends and patron interests; ordering materials and classifying upon receipt.
- Maintain and develop library website with input from staff.
- ~~Supervise services to the Homebound and Nursing Homes and work with volunteer workers to implement this service. Provide outreach services to area organizations.~~
- ~~patrons in the use of online catalog; magazine indexes; computers and computer resources and programs; patron's handheld devices, copier and microfilm readers.~~ using technology available at the Library. Promote patron use of these resources. Examples of tasks include: scheduling time to meet with patrons, assisting with questions, maintaining up-to-date knowledge of systems, providing

hands-on instruction and guidance.

- Provide ~~reference information and reader advisory~~ services as ~~scheduled on a weekly basis~~ needed:
Examples of tasks include: ~~using print and electronic resources to answer questions~~ Using available resources to answer questions; initiating ~~ing~~ interlibrary loan requests.;

~~assisting patrons in their use of Infosoup catalog, the Internet and online databases, assisting with computer applications as well as assisting patrons in their use of printed library materials for information.~~

- Facilitates the Marketing Committee to ensure a unified message

~~Assist with projects and other assignments that facilitate efficient library operations and provide patron services. Examples of tasks include: assisting at circulation desk when needed, assisting in choosing new books, developing procedures, overseeing delivery of borrowed and loaned library materials.~~

• Perform additional administrative functions in support of library operations as assigned: Examples include: ~~marketing of library and services~~, participating in budget and long range planning, ~~taking corrective action when patrons abuse or misuse library resources~~ enforcing policy, ~~seeking~~ seeking grants, ~~planning for facility changes.~~

~~Recruit, train and coordinate volunteers and community service workers who assist in the adult department. Examples include initial interviews, background checks, coordinating and tracking volunteer input, assigning duties and assist with volunteer recognition.~~

• The Assistant Director will also act as the Director in ~~his/her~~ their absence.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from an ALA accredited institution with a Master’s Degree in Library and Information Science and at least 3-5 years of public library experience, including a minimum of 1 year of experience in supervising staff and managing library services; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • Library services and procedures, including the circulation and security systems • Business English (grammar, spelling, punctuation and tone) • The use of standard office equipment including computers and relevant software
Ability to	<ul style="list-style-type: none"> • Communicate effectively, both orally and in writing • Work independently with minimal supervision • Understand and follow directions • Establish and maintain effective working relationships with supervisors, coworkers and the general public • Work well with the public and fosters interest in reading.
Skill in	<ul style="list-style-type: none"> • Public relations • Organization and time management

Necessary Special Requirements

None

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors; hand-eye coordination is necessary to operate computers and various types of tools and equipment.
- Specific vision abilities required by this job include close vision, prolonged visual concentration and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee is frequently required to climb or balance; bend, stoop, kneel, crouch, or crawl.
- The employee may be exposed to unpleasant conditions such as dim or bright lighting, dust, odors, toxic agents, electrical currents and vibrations.
- The employee must frequently lift and/or move up to 50 pounds, and occasionally in excess of 50 pounds.