

2.5 Job Descriptions

2.5.1 Librarian

Position: Librarian

Hours: 24 to 30 hours per week

Reports to: the Board of Trustees

General Description: This position is responsible for the daily operation of the Library in accordance with the policies adopted by the Board of Trustees. Detailed responsibilities include:

A. Managerial

Carry out Library Policies as adopted by the Board of Trustees.

- 1. Reports directly to the Board of Trustees and keeps them informed of monthly statistics and daily operation issues.**
- 2. Actively participates in policy development, planning and budgeting.**
- 3. Prepare purchase orders for Board of Trustee treasurer to coincide with the Town's Accounts Payable schedule.**
- 4. Attend and participate in all Board of Trustee meetings.**
- 5. Maintain contact with the Department of Libraries (DOL) on a regular basis, including yearly reporting for standards.**
- 6. Maintain contact with Franklin County libraries.**
- 7. Supervise and evaluate library staff with the department head and advise the Board of Trustees on new hires.**
- 8. Research grant opportunities/write grant applications.**
- 9. Plan public relations and fundraising activities**
- 10. Oversee Library Automation ongoing support.**

B. Daily Operations

- 1. Responsible for collection development, including materials selection and weeding.**
- 2. Responsible for effective organization of materials to meet patron's needs.**
- 3. Instructional role: show patrons how to access information in the collection, on the Internet, and through VALS.**
- 4. Fulfill Inter-Library Loan requests.**
- 5. Maintain/rotate special displays such as the large print collection, tax documents, book club selections, etc.**
- 6. Coordinate outreach service.**
- 7. Strive to provide visually attractive displays for reading themes and programs to enhance the services the Library offers. Displays should be refreshed on a regular basis.**
- 8. Collect overdue materials by following adopted policy. See Section 1.7 of Georgia Public Library Policies and Procedures.**
- 9. Perform public relations and fund raising activities.**
- 10. Maintain computer systems and oversee their usage.**
- 11. Perform Opening/Closing procedures as defined. See Section 3.1 of Georgia Public Library Policies and Procedures.**

C. Administrative

- 1. Answer email and phone messages.**
- 2. Maintain the schedule for the Community Room.**
- 3. Purchase Supplies.**
- 4. Oversee maintenance of equipment, such as computers, copier, etc.**

D. Knowledge Base

- 1. Remain current with reviewing tools**
- 2. Possess a library science degree or a Vermont Certificate of Library Training, as per minimum standards for Vermont Public Libraries.**
- 3. Attend at least two (2) professional development opportunities per year, as per minimum standards for Vermont Public Libraries.**
- 4. Maintain adequate level of computer knowledge to: effectively assist patrons, report library statistics to trustees, create periodic attractive newsletters and advertisements and use an automation application.**

2.5.2 Assistant Librarian

Position: Assistant Librarian

Hours: 14 to 20 hours per week

Reports To: The Librarian

General Description: This position is responsible for assisting the Librarian in the daily operation of the Library in accordance with the policies adopted by the Board of Trustees. Detailed responsibilities include:

A. Daily Operations

- 1. Collect overdue materials by following adopted policy (see Section 1.7 of Georgia Public Library Policies and Procedures).**
- 2. Maintain all library statistics on a regular basis.**
- 3. Maintain Patron records on a regular basis.**
- 4. Responsible for effective organization of materials to meet patron's needs.**
- 5. Fulfill Inter-Library Loan requests.**
- 6. Instructional role: Show patrons how to access information in the collection, on the Internet and through VALS.**
- 7. Perform public relations and fundraising activities.**
- 8. Perform Opening/Closing procedures as defined (see Section 3.1 of Georgia Public Library Policies and Procedures).**
- 9. Prepare books for delivery.**
- 10. Prepare new materials for use.**
- 11. Repair/mend materials as necessary.**
- 12. Put out the garbage and recycling.**

B. Administrative

- 1. Answer phone messages.**
- 2. Maintain the schedule for the Community Room.**

C. Knowledge Base

- 1. Attend at least one (1) professional development opportunity per year.**
- 2. Maintain adequate level of computer knowledge to: effectively assist patrons, report library statistics to trustees, and use an automation application.**

2.5.3 Children's Program Director

Position: Children's Program Director

Hours: 8 hours per week

Reports To: The Librarian

General Description: This position is responsible for developing and carrying out programs and activities for children ages 0-14. Detailed responsibilities include:

- 1. Plan and present weekly preschool story time consisting of several stories, related craft(s), finger plays, songs, etc.**
- 2. Coordinate and run the Summer Reading Program (SRP). This is a weekly program which lasts six (6) weeks in the summer for independent readers up to grade 6. The program has a theme supplied by the Department of Libraries (DOL), and group activities such as crafts, games, etc., ending with a party to celebrate.**
- 3. Maintain the display case in the children's area.**
- 4. Coordinate and present programs for children and their families.**
- 5. Assist the Librarian with materials selection decisions for the children's collection.**
- 6. Perform public relations and fund raising activities.**
- 7. Perform publicity visits to schools.**
- 8. Coordinate efforts with other area children's programming.**
- 9. When available, cover for the Librarian and/or Assistant Librarian when needed, carrying out all necessary operational tasks during that time.**