



1300 St. Germain Street West
St. Cloud, MN 56301
Telephone 320-650-2500 Fax 320-650-2501

Board of Trustees Personnel Committee Meeting
Tuesday, January 16, 2024, 5:30 p.m.
St. Cloud Public Library Mississippi Room
Agenda

- | | |
|---|------|
| 1. Call to Order | 5:30 |
| 2. Adoption/Amendment of Agenda | 5:31 |
| 3. Approval of Minutes – November 14, 2023, Meeting (Requested Action – Approve) pg 3 | 5:32 |
| 4. Position Descriptions Revisions (Requested Action – Approve) pg 5 | 5:33 |
| 5. Next Meeting – To Be Determined | 5:48 |
| 6. Adjournment | 5:50 |

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
November 14, 2023**

The Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Melissa Fee on Tuesday, November 14, 2023, at 5:31 p.m. in the St. Cloud Public Library Children's Program Room.

Members Present: Al Amdahl, Jayne Dietz, Melissa Fee, Lynn Grewing, Jacey Wallace

Members Excused: Ed Popp, Randy Winscher

GRRL Staff Present: Ryan McCormick, Karen Pundsack, Patricia Waletzko

ADOPTION OF AGENDA

Lynn Grewing made a motion to adopt the agenda as presented. Seconded by Jayne Dietz, the motion carried unanimously.

APPROVAL OF MINUTES

The July 18, 2023, Personnel minutes were approved at the September 19, 2023, Board meeting.

CUSTODIAN POSITION DESCRIPTION REVISION

A custodian position recently became open. Associate Director – Human Resources Ryan McCormick explained that management decided to move the position description information to the revised format prior to posting. Following brief discussion, Jayne Dietz made a motion to approve the Custodian position description revision as presented. Seconded by Jacey Wallace, the motion carried unanimously.

Al Amdahl joined the meeting at 5:34 p.m.

PERSONNEL POLICIES REVISIONS FOR EARNED SICK AND SAFE TIME

Substitutes

Paid Time Off (PTO) Plan

Leaves of Absence

Executive Director Karen Pundsack stated management has waited for Earned Sick and Safe Time (ESST) information since it was signed into law in May 2023. The Minnesota Department of Labor (DOL) recently updated their guidance for employers. Since GRRL's current Paid Time Off (PTO) accrual is more generous than ESST, it already meets ESST requirements. The proposed policy revisions are based this.

Currently, substitute employees do not accrue PTO. The proposal is for them to now accrue at same rate as regular staff. Substitutes will be required to work 80 hours annually to align with ESST requirements.

PTO hours beyond the ESST maximum of 48 hours will be treated as regular PTO. For all staff members, up to 48 hours will be tracked as ESST. The policies will be effective the first pay period of 2024 (January 1st falls in the pay period beginning on December 24th). PTO will available for use in increments of 15 minutes for all staff, including new employees; this is change for exempt positions.

Staff will be required to exhaust their PTO before taking time off without pay. This change aligns with the Leaves of Absence policy. Guidelines from the DOL have been incorporated into GRRL policy.

After considerable discussion, Lynn Grewing made a motion to approve the three policies related to Earned Sick and Safe Time as presented. Seconded by Jayne Dietz, the motion carried unanimously.

EXECUTIVE DIRECTOR ANNUAL EVALUATION – Closed Session

Al Amdahl made a motion to close the Personnel meeting at 5:44 p.m. pursuant to Minnesota Statute 13D.05, Subd. 3(a) – closed meeting for employee performance review. Executive Director Karen Pundsack’s annual evaluation was for the period October 2022 through September 2023. Seconded by Jacey Wallace, the motion carried unanimously.

Present for the closed session were the Personnel Committee members, Karen Pundsack, and Associate Director – Human Resources Ryan McCormick.

The Personnel Committee open meeting resumed at 6:20 p.m.

NEXT MEETING

The next Great River Regional Library Personnel Committee meeting is to be determined.

ADJOURNMENT

Melissa Fee adjourned the meeting at 6:20 p.m.

Personnel Committee Chair



Technical Services and Collection Development Position Descriptions Revisions

Submitted by Karen Pundsack, Executive Director
 Nichol Wojcik, Associate Director – Human Resources

BOARD ACTION REQUESTED

Information Discussion Approve/Accept

RECOMMENDATION

Approve the revised position descriptions for Technical Services and Collection Development.

BACKGROUND INFORMATION

Supporting Documents Attached

- Markup and clean position descriptions for:
 - Technical Services Assistant
 - Technical Services Clerk
 - Technical Services Coordinator
 - Technical Services Librarian
 - Collection Development Clerk

This proposal continues July 2022 changes in the Technical Services department to adjust to shifts in workflows and supply chain. The revisions shift reporting relationships to the Technical Services Librarian role. It adds a layer to the overall reporting structure within the Technical Services department. This will provide additional oversight in the absence of the Technical Services Coordinator. The Technical Services Coordinator will continue to oversee the department. This also shifts oversight of interlibrary loan to the Technical Services Coordinator.

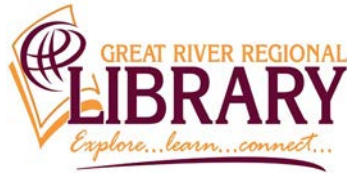
These position descriptions also have been streamlined and formatted into the new template. The template was developed to incorporate recommendations made by Filsan Talent Partners as part of our FY21 Library Services & Technology Act grant Advancing Equity and Inclusion in Central Minnesota Libraries.

FINANCIAL IMPLICATIONS

Estimated Cost: \$ N/A Funding Source: 2024 Operating Budgeted: Yes No N/A

ACTION

Passed Failed Tabled



TECHNICAL SERVICES ASSISTANT

Department: Technical Services/GRRL **Pay-Grade:** 16
Reports To: Technical Services Coordinator **FLSA Status:** Non-Exempt
Union: General Unit

Date Approved: ~~05/01/2001~~

Date of Last Revision: ~~11/19/2013, 01/20/2015, 07/18/2017~~

~~Under general supervision,~~ The Technical Services Assistant performs copy cataloging and classification of library materials and catalog maintenance work to provide easy, accurate and comprehensive access to materials in the collection.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

[GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.](#)

[We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.](#)

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned [based on the needs of GRRL](#).

1. Performs routine copy cataloging and classification of assigned formats of library materials.
- ~~2. Creates item records for each item cataloged so barcodes and items can be linked.~~
- ~~3.~~2. Assists with collection marketing as assigned.
- ~~4. Assists with withdrawing materials by removing them from the catalog.~~ [Helps keep library materials and the catalog up to date.](#)
- ~~4.~~3.
- ~~5.~~4. Participates in the ordering process of new material by downloading or creating brief records for new items on order.
- ~~6. Provides recommendations regarding the development of policies and procedures related to Technical Services.~~
- ~~7.~~5. Assists in training staff and volunteers in Technical Services tasks.
- ~~8.~~6. Assists in maintaining the integrated library catalog by entering and updating data.

MINIMUM QUALIFICATIONS

[Our commitment to growth:](#) GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

[A successful candidate will have:](#)

- [Positive attitude and strong work ethic](#)

- [Enjoy working with people from diverse backgrounds](#)
- [Organizational, interpersonal, and time management skills](#)
- [Ability to self-direct and work as a team member](#)
- [Ability to meet deadlines and follow instructions](#)
- [Ability to foster positive working relationships and an inclusive workplace](#)
- [A desire to learn and develop skills and abilities](#)
- [Ability to be flexible and adapt to changes](#)

Education and Experience:

- High school diploma and two years of formal education or equivalent
- Two years of library experience

Required Knowledge, Skills and Abilities:

- Knowledge of library cataloging and classification
- Intermediate computer skills including Microsoft Office and library systems
- Ability to exercise initiative and independent judgment
- Strong attention to detail
- Ability to work independently
- Ability to communicate effectively verbally and in writing

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Scope of Relationships (internal): Contact with staff for informational purposes.

Scope of Relationships (external): None

PHYSICAL DEMANDS/WORK ENVIRONMENT

- [Work is typically done in an office environment](#)
- [Frequently operates office and library equipment](#)
- [Remains in a stationary position for extended periods of time](#)
- [Occasionally moves books and materials up to 19 pounds](#)
- [Occasionally moves carts loaded with library materials](#)

Department: [Technical Services/GRRL](#)

Pay Grade: [16](#)

Reports To: [Technical Services Coordinator](#)

FLSA Status: [Non-Exempt](#)

Union: [General Unit](#)

Date Approved: [09/17/2013](#)

Date of Last Revision: [11/19/2013, 03/21/2017, 07/20/2021, 07/19/2022, 01/16/2024](#)

ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

GRRL is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____ Date _____

Printed Name: _____

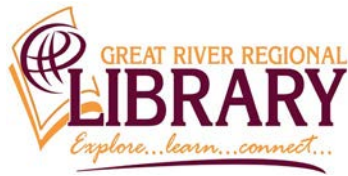
PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment.

N=Not at all; O=Occasionally (under 1/3); F=Frequently (1/3 to 2/3); C=Continuously (over 2/3)

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands					X	Keyboarding
Looking at computer screen					X	
Reaching in any direction		X				
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat		X				
Balance		X				
Push/Pull/Twist			X			Move carts and materials
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs		X			Library materials
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs		X			Library materials
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Working near moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Exposure to temperature extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Driving automotive equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	_____
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



TECHNICAL SERVICES ASSISTANT

The Technical Services Assistant performs copy cataloging and classification of library materials and catalog maintenance work to provide easy, accurate and comprehensive access to materials in the collection.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Performs routine copy cataloging and classification of assigned formats of library materials.
2. Assists with collection marketing as assigned.
3. Helps keep library materials and the catalog up to date.
4. Participates in the ordering process of new material by downloading or creating brief records for new items on order.
5. Assists in training staff and volunteers in Technical Services tasks.
6. Assists in maintaining the integrated library catalog by entering and updating data.

MINIMUM QUALIFICATIONS

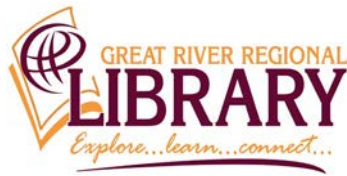
Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

Education and Experience:

- High school diploma and two years of formal education or equivalent
- Two years of library experience



TECHNICAL SERVICES CLERK

JOB SUMMARY

The Technical Services Clerk prepares library materials for patrons to checkout.

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PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Receives and prepares new library materials for patron use.
2. Repairs damaged library materials.
3. ~~Removes materials from the library collection.~~ [Helps keep library materials and the catalog up to date.](#)
4. Processes incoming and outgoing mail.
5. Fills supply requests for the region and maintains a supply inventory.

MINIMUM QUALIFICATIONS

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A successful candidate will have:

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- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

Education and Experience: High school diploma or equivalent

Required Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills
- Ability to do routine work and follow instructions

- Ability to complete manual and repetitive tasks accurately and neatly

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: ~~Direct~~ General

Scope of Relationships (internal): Contact with staff for informational purposes

Scope of Relationships (external): Contact with vendors to order supplies

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment with occasional work on the loading dock
- Frequently operates office and library equipment
- Remains in a stationary position for extended periods of time, occasionally moves around the library building
- Frequently moves library books and materials up to 19 pounds; infrequently up to 50 pounds
- Frequently moves carts loaded with library materials

Department: Technical Services/GRRL

Pay Grade: 10

Reports To: Technical Services ~~Coordinator~~ Librarian

FLSA Status: Non-Exempt

Union: General Unit

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 09/19/2017, 07/19/~~2022~~, 01/16/2024

ACKNOWLEDGEMENT

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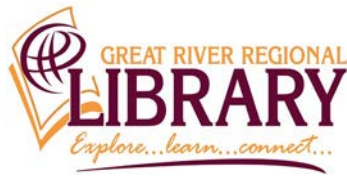
GRRL is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____

Date _____

Printed Name _____



TECHNICAL SERVICES CLERK

The Technical Services Clerk prepares library materials for patrons to checkout.

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PRIMARY DUTIES AND RESPONSIBILITIES

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1. Receives and prepares new library materials for patron use.
2. Repairs damaged library materials.
3. Helps keep library materials and the catalog up to date.
4. Processes incoming and outgoing mail.
5. Fills supply requests for the region and maintains a supply inventory.

MINIMUM QUALIFICATIONS

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A successful candidate will have:

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- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

Education and Experience: High school diploma or equivalent

Required Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills
- Ability to do routine work and follow instructions
- Ability to complete manual and repetitive tasks accurately and neatly

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: General

Scope of Relationships (internal): Contact with staff for informational purposes

Scope of Relationships (external): Contact with vendors to order supplies

PHYSICAL DEMANDS/WORK ENVIRONMENT

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- Frequently moves library books and materials up to 19 pounds; infrequently up to 50 pounds
- Frequently moves carts loaded with library materials

Department: Technical Services/GRRL

Pay Grade: 10

Reports To: Technical Services Librarian

FLSA Status: Non-Exempt

Union: General Unit

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 09/19/2017, 07/19/2022, 01/16/2024

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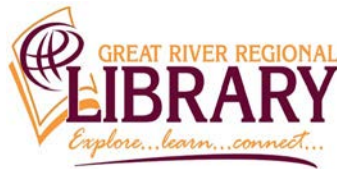
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Date _____

Printed Name _____



TECHNICAL SERVICES COORDINATOR

Department: Technical Services/GRRL **Pay Grade:** 24
Reports To: Associate Director, Collection Development **FLSA Status:** Exempt
Union: General Unit

Date Approved: ~~05/01/2001~~

Date of Last Revision: ~~11/19/2013, 07/18/2017~~

~~Under general direction, the~~The Technical Services Coordinator oversees the efficient and effective operation of the Technical Services Department. Areas of responsibility include providing staff work direction, coordinating resource sharing through interlibrary loan, and the cataloging and classification of all materials in the library collection to provide easy, accurate and comprehensive access to materials, ~~in the collection.~~

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PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Participates in region-wide goals and activities that support the organization's strategic plan.
2. Coordinates schedules and directs the work of department staff and volunteers.
3. Maintains a high level of library services by training and coaching staff and evaluating job performance.
4. Performs routine and specialized cataloging and classification of library materials.
5. Participates in and provides expertise for special cataloging projects and enhancements.
6. Maintains authority records in accordance with library standards to maintain the integrity of GRRL's catalog.
7. Develops and updates written departmental procedures to optimize work in the department.
8. Participates on interview panels ~~to interview applicants~~ for job openings in Technical Services and provides input into the recommendation for hire.
9. Compiles and tracks statistics regarding technical services activities to assist in analysis and evaluation.
10. Works collaboratively across library departments to support library initiatives and streamlines workflows accordingly.

11. Serves as part of the Building Team and occasionally may be called to the library when closed to resolve security or alarm events.

~~11.~~

12. Represents the library through participation in meetings, teams and work groups, and research or other scholarly activities.

MINIMUM QUALIFICATIONS

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[A successful candidate will have:](#)

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- [Ability to meet deadlines and follow instructions](#)
- [Ability to foster positive working relationships and an inclusive workplace](#)
- [A desire to learn and develop skills and abilities](#)
- [Ability to be flexible and adapt to changes](#)

Education and Experience:

- Master's Degree in Library Science or related field or equivalent
- ~~Two~~ Two years of library experience including one year of supervisory experience. Public library experience preferred.

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Required Knowledge, Skills and Abilities:

- Strong knowledge of principles and procedures of professional library work including methods, practices and techniques of library cataloging and classification including RDA, MARC21, DDC, and LCSH
- Demonstrated proficiency with computers including Microsoft Office and library systems
- Ability to effectively manage time and meet deadlines
- Ability to develop, train and direct staff
- Ability to work without close supervision
- Ability to plan and assign work
- Effective communication and interpersonal skills, verbally and in writing

Complexity of Work: Complex

Budget Responsibility: Maintains department expenditures within budgeted amounts.

Supervisory Responsibility: Directs the work of staff and volunteers.

[Supervision Received: General Direction](#)

Scope of Relationships (internal): Contact with staff throughout region for informational purposes. May participate in regional teams and work groups.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment.

N=Not at all; O=Occasionally (under 1/3); F=Frequently (1/3 to 2/3); C=Continuously (over 2/3)

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands					X	
Looking at computer screen					X	
Reaching in any direction		X				
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat		X				
Balance		X				
Push/Pull/Twist			X			Carts and materials
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs		X			Library materials
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs		X			Library materials
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to temperature extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Driving automotive equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



TECHNICAL SERVICES COORDINATOR

The Technical Services Coordinator oversees the efficient and effective operation of the Technical Services Department. Areas of responsibility include providing staff work direction, coordinating resource sharing through interlibrary loan, and the cataloging and classification of all materials in the library collection to provide easy, accurate and comprehensive access to materials.

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2. Coordinates schedules and directs the work of department staff and volunteers.
3. Maintains a high level of library services by training and coaching staff and evaluating job performance.
4. Performs routine and specialized cataloging and classification of library materials.
5. Participates in and provides expertise for special cataloging projects and enhancements.
6. Maintains authority records in accordance with library standards to maintain the integrity of GRRL's catalog.
7. Develops and updates written departmental procedures to optimize work in the department.
8. Participates on interview panels for job openings in Technical Services and provides input into the recommendation for hire.
9. Compiles and tracks statistics regarding technical services activities to assist in analysis and evaluation.
10. Works collaboratively across library departments to support library initiatives and streamlines workflows accordingly.
11. Serves as part of the Building Team and occasionally may be called to the library when closed to resolve security or alarm events.
12. Represents the library through participation in meetings, teams and work groups, and research or other scholarly activities.

MINIMUM QUALIFICATIONS

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- Positive attitude and strong work ethic
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- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

Education and Experience:

- Master's Degree in Library Science or related field or equivalent
- Two years of library experience including one year of supervisory experience. Public library experience preferred.

Required Knowledge, Skills and Abilities:

- Strong knowledge of principles and procedures of professional library work including methods, practices and techniques of library cataloging and classification including RDA, MARC21, DDC, and LCSH
- Demonstrated proficiency with computers including Microsoft Office and library systems
- Ability to effectively manage time and meet deadlines
- Ability to develop, train and direct staff
- Ability to work without close supervision
- Ability to plan and assign work
- Effective communication and interpersonal skills, verbally and in writing

Complexity of Work: Complex

Budget Responsibility: Maintains department expenditures within budgeted amounts.

Supervisory Responsibility: Directs the work of staff and volunteers.

Supervision Received: General Direction

Scope of Relationships (internal): Contact with staff throughout region for informational purposes. May participate in regional teams and work groups.

Scope of Relationships (external): Occasional contact with cataloging utility service providers and catalog enhancement product vendors.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Frequently operates office and library equipment
- Remains in a stationary position for extended periods of time
- Occasionally moves around the library building
- Occasionally moves books and materials up to 19 pounds; infrequently up to 50 pounds
- Occasionally moves carts loaded with library materials

Department: Technical Services/GRRL **Pay Grade:** 24
Reports To: Associate Director, Collection Development **FLSA Status:** Exempt
Union: General Unit
Date Approved: 05/01/2001
Date of Last Revision: 11/19/2013, 07/18/2017, 01/16/2024

ACKNOWLEDGEMENT

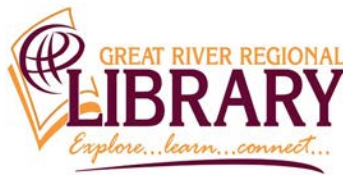
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Employee signature below indicates employee’s understanding of the duties and requirements of the position.

Employee Name: _____ Date: _____

Printed Name: _____



TECHNICAL SERVICES LIBRARIAN

Department: ~~Technical Services/GRRL~~ **Pay-Grade:** **23**
Reports To: ~~Technical Services Coordinator~~ **FLSA-Status:** **Exempt**
Union: ~~General Unit~~

Date Approved: ~~05/01/2001~~

Date of Last Revision: ~~11/19/2013, 10/12/2015, 07/18/2017~~

~~Under general supervision, the~~The Technical Services Librarian performs cataloging and classification of library materials to provide easy, accurate and comprehensive access to materials in the collection.

OUR COMMITMENT TO DIVERSITY AND INCLUSION

GRRL is committed to recruiting and retaining a diverse workforce and providing a work environment free from discrimination and harassment.

We seek to foster an environment of inclusion where all employees are treated respectfully and are valued for their strengths. Our work is guided by our values of providing exceptional customer service, being forward thinking and having a community focus that serves patrons from all socioeconomic, educational, literacy, and cultural backgrounds.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Performs routine and specialized cataloging and classification of assigned formats of library materials.
2. Maintains authority records in accordance with library standards to maintain the integrity of GRRL's catalog.
3. Coordinates schedules and directs the work of Technical Services Clerks; trains and coaches Technical Services Clerks to provide a high level of library services.
- ~~2.~~4. Participates on interview panels for job openings in Technical Services and provides input into the recommendation for hire.
- ~~3.~~5. Provides recommendations regarding the development of policies and procedures related to Technical Services.
- ~~4.~~6. Participates in the ordering process of new materials by downloading or creating brief records for new items on order.
- ~~5.~~7. Assists with withdrawing materials by removing from the catalog.
8. Assists in maintaining the integrated library catalog by entering and updating data.
- ~~6.~~9. Assists Collection Development by selecting materials for assigned areas. Evaluates gift materials for addition to the GRRL collection.
- ~~7.~~10. Represents the library through participation in meeting, teams and work groups, and research or other scholarly activities.

MINIMUM QUALIFICATIONS

Our commitment to growth: GRRL is committed to helping our future and present staff develop preferred knowledge, skills and abilities.

A successful candidate will have:

- [Positive attitude and strong work ethic](#)
- [Enjoy working with people from diverse backgrounds](#)
- [Organizational, interpersonal, and time management skills](#)
- [Ability to self-direct and work as a team member](#)
- [Ability to meet deadlines and follow instructions](#)
- [Ability to foster positive working relationships and an inclusive workplace](#)
- [A desire to learn and develop skills and abilities](#)
- [Ability to be flexible and adapt to changes](#)

Education and Experience:

- Master's in Library Science or related field or equivalent
- [One year of library cataloging/classification work experience](#)
- [Previous supervisory experience preferred](#)

Required Knowledge, Skills and Abilities:

- Knowledge of library cataloging and classification, including RDA, DDC, MARC21, and LCSH
- Intermediate computer skills including Microsoft Office and library systems
- Ability to exercise initiative and independent judgment
- Strong attention to detail
- Ability to work independently
- Ability to communicate effectively verbally and in writing

Complexity of Work: Complex

Budget Responsibility: None

Supervisory Responsibility: ~~None~~ [Directs the work of Technical Services Clerks and volunteers](#)

Supervision Received: [General](#)

Scope of Relationships (internal): Contact with staff for informational purposes.

Scope of Relationships (external): None

PHYSICAL DEMANDS/WORK ENVIRONMENT

- [Work is typically done in an office environment with occasional work on the loading dock](#)
- [Frequently operates office and library equipment](#)
- [Remains in a stationary position for extended periods of time](#)
- [Occasionally moves books and materials up to 19 pounds](#)
- [Occasionally moves carts loaded with library materials](#)
- [Occasionally moves around the library building](#)

Department: Technical Services/GRRL
Reports To: Technical Services Coordinator
Union: General Unit

Pay Grade: 23
FLSA Status: Exempt

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 10/12/2015, 07/18/2017, 01/16/2024

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Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____ Date _____

Printed Name: _____

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment.

N=Not at all; O=Occasionally (under 1/3); F=Frequently (1/3 to 2/3); C=Continuously (over 2/3)

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands					X	Keyboarding
Looking at computer screen					X	
Reaching in any direction		X				
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat		X				
Balance		X				
Push/Pull/Twist			X			Move carts and materials
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs		X			Library materials
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs		X			Library materials
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to temperature extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Driving automotive equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



TECHNICAL SERVICES LIBRARIAN

The Technical Services Librarian performs cataloging and classification of library materials to provide easy, accurate and comprehensive access to materials in the collection.

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PRIMARY DUTIES AND RESPONSIBILITIES

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MINIMUM QUALIFICATIONS

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A successful candidate will have:

- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills

- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

Education and Experience:

- Master’s in Library Science or related field or equivalent
- One year of library cataloging/classification work experience
- Previous supervisory experience preferred

Required Knowledge, Skills and Abilities:

- Knowledge of library cataloging and classification, including RDA, DDC, MARC21, and LCSH
- Intermediate computer skills including Microsoft Office and library systems
- Ability to exercise initiative and independent judgment
- Strong attention to detail
- Ability to work independently
- Ability to communicate effectively verbally and in writing

Complexity of Work: Complex

Budget Responsibility: None

Supervisory Responsibility: Directs the work of Technical Services Clerks and volunteers

Supervision Received: General

Scope of Relationships (internal): Contact with staff for informational purposes.

Scope of Relationships (external): None

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment with occasional work on the loading dock
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Department:	Technical Services/GRRL	Pay Grade:	23
Reports To:	Technical Services Coordinator	FLSA Status:	Exempt
Union:	General Unit		
Date Approved:	05/01/2001		
Date of Last Revision:	11/19/2013, 10/12/2015, 07/18/2017, 01/16/2024		

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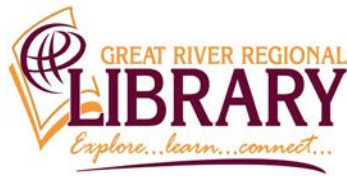
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COLLECTION DEVELOPMENT CLERK

JOB SUMMARY

The Collection Development Clerk finds and requests library materials for patrons when the item is not part of GRRL's collection and sends items from GRRL's collection to other libraries and agencies who request them.

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PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Search online for requested materials.
2. Request materials either from GRRL or from other libraries or agencies.
3. Enter data into the computer to track library materials that are requested.
4. Help keep library materials and the catalog up to date ~~by removing materials in the computer.~~
5. Support the librarians by locating online reviews about requested materials and evaluating donated materials.
6. Send notices to patrons or other libraries regarding charges for unreturned materials.

MINIMUM QUALIFICATIONS

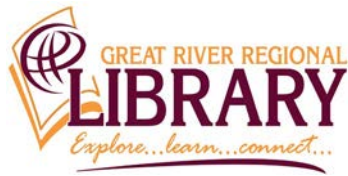
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- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships and an inclusive workplace
- A desire to learn and develop skills and abilities
- Ability to be flexible and adapt to changes

Education and Experience: High school diploma or equivalent

Required Knowledge, Skills and Abilities:



COLLECTION DEVELOPMENT CLERK

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Education and Experience: High school diploma or equivalent

