



Great River Regional Library
1300 W. St. Germain
St. Cloud, Minnesota 56301
Tel. 320.650.2500 Fax 320.650.2501

Library Board of Trustees Personnel Committee Meeting
Tuesday, July 14, 2009 -- 6:30 p.m.
St. Cloud Public Library

1. Call to Order
2. Adoption/Amendment of Agenda
3. No minutes to review as the Committee did not meet in June 2009
4. Position Updates ([Requested action – Approve](#))
5. Next Meeting – September 8, 2009 at 6:30 p.m.
6. Adjournment



Position Updates

During the organizational structure analysis, three positions were identified as requiring revision based on actual responsibilities and consistency throughout the organization. The changes are necessary regardless of acceptance and/or implementation of the restructure plan.

Sr. Branch Manager

This position was created in September 2005 based on a hub concept to be implemented in our large branches (Elk River, Monticello, Buffalo, and Little Falls). The hub concept never became reality and is not considered realistic in the future. Based on the hub concept, the Sr. Branch Manager position was created due to increased supervision responsibilities of professional level staff and a required MLS degree. These requirements warranted an increase in pay range. However, these positions do not actually supervise professional level staff (librarians) and do not require an MLS to perform the basic function of the position.

Therefore, it is the responsibility of GRRL to realign these positions to the responsibilities required. Effective 7/15/09, all Sr. Branch Managers will become Branch Managers.

Library Assistant III

In June 2007, the position of Associate Librarian was created to better staff the reference desk at the St. Cloud Public Library. The current Library Assistant III position in children's services at the St. Cloud Public Library has the same scope of responsibility and is in the same range of pay.

Therefore, for consistency, the Library Assistant III position will be renamed Associate Librarian effective 7/15/09. The Library Assistant III position description will no longer be active.

Web Developer

In June 2007, the position of Web Developer was created to assist in the provision of web-based computer and information services to staff and public users. A major project of this position was to develop a new; more user friendly public website for GRRL (implemented April 2009). The Computer Systems Analyst position has the same scope of responsibility and is in the same range of pay.

Therefore, to provide consistency within the IT department, the position will be renamed to Computer System Analyst with an emphasis in web development effective 7/15/09. The Web Developer position description will no longer be active.

Position Descriptions Attached:

1. Branch Manager
2. Sr. Branch Manager
3. Associate Librarian
4. Library Assistant III
5. Computer Systems Analyst
6. Web Developer

**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Branch Manager	Career Ladder:
Department/Location:	Branch Services	Other Range 9 positions
Range:	9	Specialists
Reports to:	Regional Coordinator	Senior Branch Manager
Status:	Non-Exempt	
Date Approved:	5-1-01	
Date Revised:	7-1-02; 1-31-05; 3-19-05; 9-27-05	

Position Summary:

Under general direction, the position of Branch Manager exists to provide direct customer service and to oversee the operation of a branch library.

Education/Experience:

Graduation from a recognized college or university in a bachelor's program or equivalent.

Two years of library or customer service experience. One year supervisory experience.

Essential Job Duties:

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.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Job Duties	Recommended %
1. Serves the library in a leadership capacity to move the region's services forward, anticipate future needs, as well as to respond to current trends.	Ongoing
2. Supervises all functions of a branch library to ensure efficient and effective operation of the branch library and high levels of customer service.	75%
<ul style="list-style-type: none"> a. Staffs the public service desk(s) to 1) provide circulation services, 2) assist customers in finding materials and/or 3) provide information services. b. Using the online system performs all required circulation routines to ensure an accurate recording of all circulation transactions and the timely movement of materials between GRRL locations. c. Trains, supervises and evaluates branch staff and volunteers to maintain a well trained, well informed and effective staff and volunteer work force. With the regional coordinator, arranges or approves staff schedules to provide the best coverage for the branch. d. With the Regional Coordinator, interviews candidates for all positions supervised and makes hiring recommendations to the Director. e. Completes all required reports to ensure accurate tracking of branch activities. f. Supervises various library programs and activities. Plans, coordinates and conducts local programs to meet community needs. 	

<ul style="list-style-type: none"> g. Submits plans and public relation requests for library and Friends of the Library sponsored events to the Adult Services or Youth Services Coordinator to ensure that all library programs meet GRRL Program Policy. h. Monitors the library's collection to ensure that it is in order, shelved correctly, up to date and responsive to public need. i. Conducts library tours and instructs library users in the use of library materials, resources and equipment. 	
<p>3. Represents the library to the community through a variety of mechanisms including tours, presentations to community organizations, regular reports to city government, and other related opportunities. Serves as the liaison between the local community and GRRL.</p> <ul style="list-style-type: none"> a. Serves as liaison to the Friends of the Library. Attends Friends Meetings as a representative of GRRL. Works with Friends Board to establish an annual budget. b. Attends all local library board meetings. Informs local library board members or city officials of building repair and maintenance issues and furniture needs. c. Attends library related city council meetings. Prepares an annual report for city council. d. Attends community meetings to promote library services. Participates in local community library advocacy or marketing opportunities such as community fairs and/or other meetings. 	20%
<p>4. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.</p>	5%

Non-Essential Job Duties:

1. Substitutes for other branch staff throughout the region.
2. Assembles and arranges library displays to inform library users of new materials, services and programs.

Qualifications:

The requirements listed below represent the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrated leadership exemplified by willingness and ability:
 - a. to model and reinforce integrity, ethics and excellence in work performance
 - b. to develop and sustain work relationships characterized by respect, dignity and trust
 - c. to provide enthusiastic and positive leadership
 - d. to support policies and work practices that engender successful collaboration
 - e. to manage by objectives and outcomes
 - f. to mentor and coach in a manner that contributes to staff development
 - g. to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - h. to develop and implement creative solutions to regional challenges
 - i. to maintain a commitment to personal and professional development

2. Ability to translate comprehensive knowledge of the provision of library services into the ongoing provision of services to a specific library following GRRL's philosophy, policies and procedures.
3. Ability to balance the multiple tasks associated with the provision of library services, branch supervision, and teams with the skill to react quickly and effectively to difficult ongoing or emergency situations.
4. Ability to ensure that the library collections are well managed through a comprehensive knowledge of collection development practices.
5. Ability to understand standard personnel practices and to select, train and evaluate staff in a variety of positions to assist in their development as successful GRRL employees.
6. Ability to satisfactorily and accurately answer customer requests for information.
7. Ability to effectively participate in strategic planning to assist GRRL in fulfilling its stated mission.
8. Ability to utilize computer skills to access and proficiently use GRRL's online catalog, online databases, and the Internet, and to use software programs to produce required reports, written procedures, forms and e-mail.
9. Ability to operate a variety of library and office equipment including computer and printer, photocopier, fax machines, and microform reader printer.
10. Possession of a valid Minnesota's driver's license and the ability to maintain a good driving record by following traffic laws and regulations to ensure safe operation of library vehicles.

Language Skills:

Must be able to read, write, give, follow and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate productively with staff and library users.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis 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.

Acceptance Statement

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Branch Manager at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Senior Branch Manager	Career Ladder:
Department/Location:	Branch Services	Other Range 10 Positions
Range:	10	Resource Librarian
Reports to:	Regional Coordinator	Regional Supervisors
Status:	Exempt	
Date Approved:	9-27-05	
Date Revised:		

Position Summary:

Under general direction, the position of Senior Branch Manager exists to oversee, plan and supervise the operation, services, and programs of a branch library and serves the region in a professional capacity.

Education/Experience:

Graduation from a recognized college or university with a Master's degree in Library Science or Information Media or equivalent, unless otherwise required by law.

At least three years public library experience including one-year supervisory experience.

Essential Job Duties:

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.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Job Duties	Recommended %
1. Serves the library in a leadership capacity to move the region's services forward, anticipate future needs as well as to respond to current trends.	ongoing
2. Plans, oversees, supervises and delegates functions of a branch library to ensure efficient and effective operation of the branch library and high levels of customer service.	70%
<ul style="list-style-type: none"> a. Oversees the staffing of the public service desk(s) to 1) provide circulation services, 2) assist customers in finding materials and/or 3) provide information services. Works at the public service desk(s) on an as-needed basis. b. Supervises and oversees the use of the online system to perform all required circulation routines to insure accurate recording of all circulation transactions and the timely movement of materials between GRRL locations. c. Trains, supervises and evaluates branch staff and volunteers to maintain a well trained, well informed and effective staff and volunteer work force. Arranges or approves staff schedules to provide the best coverage for the branch. d. With the Regional Coordinator, interviews candidates for all positions supervised and makes hiring recommendations to the Director. e. Supervises the completion of all required reports to ensure accurate tracking of branch activities. f. Supervises various library programs and activities. Plans, coordinates and may conduct local programs to meet community needs. g. Supervises the provision of library tours. Oversees customer instruction in 	

<p>the use of library materials, resources and services.</p> <p>h. Oversees and supervises the planning and PR requests for library and Friends of the Library sponsored events to the Adult Services or Youth Services Coordinator to ensure that all library programs meet GRRL Program Policy Criteria.</p> <p>i. Oversees and supervises the library's collection to ensure that it is in order, shelved correctly, up to date and responsive to public need. Oversees the weeding and collection development process</p>	
<p>3. Serves the region in a professional or leadership capacity in one or more major GRRL public services area (Collection, Training, Outreach, Youth Services, Adult Services).</p> <p>a. Works with a Regional Coordinator to promote, develop or provide regional library services. Examples: regional programming, selection tasks, advocacy training, regional training, Friends or Volunteer development, or procedure development.</p> <p>b. Participates in GRRL teams and other meetings as part of the GRRL management structure.</p>	15%
<p>4. Represents the library to the community through a variety of mechanisms including tours, presentations to community organizations, regular reports to city government, and other related opportunities. Serves as the liaison between the local community and GRRL.</p> <p>a. Serves as liaison to the Friends of the Library. Attends all Friends Meetings as a representative of GRRL. Works with Friends Board to establish an annual budget.</p> <p>b. Attends all local library board meetings. Informs local library board members or city officials of building repair and maintenance issues and furniture needs.</p> <p>c. Attends library related city council meetings. Prepares an annual report for city council.</p> <p>d. Attends community meetings to promote library services. Participates in local community library advocacy or marketing opportunities such as community fairs and/or other meetings.</p>	10%
<p>5. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.</p>	5%

Non-Essential Job Duties:

1. Substitutes for other branch staff throughout the region.
2. Assembles and arranges library displays to inform library users of new materials, services and programs.

Qualifications:

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrated leadership exemplified by willingness and ability:
 - a. to model and reinforce integrity, ethics and excellence in work performance
 - b. to develop and sustain work relationships characterized by respect, dignity and trust
 - c. to provide enthusiastic and positive leadership
 - d. to support policies and work practices that engender successful collaboration
 - e. to manage by objectives and outcomes
 - f. to mentor and coach in a manner that contributes to staff development
 - g. to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - h. to develop and implement creative solutions to regional challenges

- i. to maintain a commitment to personal and professional development
- 2. Ability to translate comprehensive knowledge of the provision of library services into the ongoing provision of services to a specific library following GRRL's philosophy, policies and procedures.
- 3. Ability to balance the multiple tasks associated with the provision of library services, branch supervision, and teams with the skill to react quickly and effectively to difficult ongoing or emergency situations.
- 4. Ability to ensure that the library materials collections are well managed through a comprehensive knowledge of collection development practices.
- 5. Ability to understand standard personnel practices and to select, train and evaluate staff in a variety of positions to assist in their development as successful GRRL employees.
- 6. Ability to satisfactorily and accurately answer customer requests for information.
- 7. Ability to effectively participate in strategic planning to assist GRRL in fulfilling its stated mission.
- 8. Ability to utilize computer skills to access and proficiently use GRRL's online catalog, online databases, and the Internet, and to use comprehensive software programs to produce reports, written procedures and forms and e-mail.
- 9. Possession of a valid Minnesota's driver's license and the ability to maintain a good driving record by following traffic laws and regulations to ensure safe operation of library vehicles.
- 10. Ability to operate a variety of library and office equipment.

Language Skills:

Must be able to read, write, give, follow and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate productively with staff and library users.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis 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.

Acceptance Statement

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Senior Branch Manager at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Librarian-Associate	Career Ladder:
Department/Location:	Branch Adult Services <u>Adult and Children's Services</u>	Librarian
Range:	8	Range 10 Positions
Reports to:	Reference Specialist	Resource Librarian
Status:	Non-Exempt	Regional Supervisor
Date Approved:	6-12-07, <u>7-14-09</u>	Regional Coordinator
Date Revised:		

Position Summary:

Under general supervision, the position of Librarian-Associate exists to provide support to the Adult or Children's Services Department by ~~providing ready-reference~~working the public service or reference desk, conducting a variety of programs and providing customer service directly to the public and indirectly to branch library customers.

Education/Experience:

Graduation from a recognized college or university in a bachelor's program or equivalent.

Two years of library or customer service experience.

Essential Job Duties:

THE FOLLOWING ARE THE REGULAR DUTIES FOR THIS POSITION. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Job Duties	Recommended %
1. Staffs the public service desk to assist walk-in, phone and email customers in finding materials, answering questions or referring unanswered questions to other GRRL staff, using library resources and equipment and explaining library policies.	
2. Takes requests for materials and information not available in the GRRL collection using appropriate forms or inter-library loan reference service to meet customer needs. Makes recommendations regarding purchase vs. ILL in order to obtain materials for customers.	
3. Schedules and conducts library tours and class_visits and instructs library customers in the use of library resources and equipment. <u>Conducts classes for library users and community groups related to the library catalog, Internet and databases to facilitate their use of information sources.</u>	
4. Compiles reading guidance bookmarks and displays to assist customers in locating items of interest. <u>Prepares booklists, activity sheets, storytelling kits, bulletin boards and displays to highlight library resources and provide library related activities.</u>	
5. Facilitates or conducts library programs and activities for <u>children</u> , adults	

<p>and young adults for their enrichment and to make users aware of library materials and services. <u>Programs to be presented at the St. Cloud Public Library and at branch libraries.</u></p>	
<p>6. Conducts classes for library users and community groups related to the library catalog, Internet and databases to facilitate their use of information sources.</p>	
<p>7.6. Other essential duties include but are not limited to the following:</p> <ul style="list-style-type: none"> a. <u>Trains, and supervises</u> Guides the work of <u>library aides working in the department assigned to the department to ensure assigned tasks are completed accurately and in a timely fashion.</u> b. Fills branch subject and title requests within established turn-around times to <u>fulfill the Adult Services requests provide efficient reference service to meet customer needs.</u> c. Evaluates electronic resources, along with other staff members, and makes recommendations to the Reference Specialist for subscriptions, within budget, to keep the collection current and extend availability of information resources for public and staff use. d. <u>Participates in collection development as assigned from the following list:</u> <ul style="list-style-type: none"> i. <u>Updates editions, suggests multiple copies, evaluates materials for mending, replacement or discard for assigned areas to provide a collection responsive to customer demand and in usable condition.</u> ii. <u>Maintains the periodical collection with changes, additions and deletions to keep the collection current. Updates periodical lists to facilitate user access to the collection.</u> iii. <u>Locates reviews for materials requested by customers but not owned by GRRL and forwards reviews to selection committee.</u> iv. <u>Weeds juvenile materials no longer needed in the collection.</u> v. <u>May read reviews in selected journals.</u> 	
<p>7. <u>Organizes, orders and maintains department supplies.</u></p>	

Non-Essential Job Duties:

1. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to translate comprehensive knowledge of reference services and library materials and resources into the provision of high quality customer service by answering questions accurately and providing materials to the satisfaction of each customer.
2. Ability to utilize computer skills to access and proficiently use the online catalog to do complex searches for materials and be able to use the circulation module of the automation system, and to use advanced software programs to produce reports, written procedures and forms and e-mail.

- 3. Ability to prioritize tasks of library aides in order to direct their day-to-day work on a regular basis and to assign tasks to the fax aides in the absence of their supervisor.
- 4. Ability to operate a variety of library and office equipment including computer and printer, photocopier, fax machines, and microform reader printer.
- 5. Demonstrated leadership exemplified by willingness and ability:
 - a. to model and reinforce integrity, ethics and excellence in work performance
 - b. to develop and sustain work relationships characterized by respect, dignity and trust
 - c. to provide enthusiastic and positive leadership
 - d. to support policies and work practices that engender successful collaboration
 - e. to manage by objectives and outcomes
 - f. to mentor and coach in a manner that contributes to staff development
 - g. to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - h. to develop and implement creative solutions to regional challenges
 - i. to maintain a commitment to personal and professional development
- 6. Ability to carry out collection development responsibilities consistent with GRRL's selection policies and procedures.
- 7. Ability to plan and conduct creative programs for children.
- 6-8. Possession of a valid Minnesota's driver's license and the ability to ensure safe operation of library vehicles

Language Skills:

Must be able to read, write, give, follow and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate productively with staff and library users.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis 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.

Acceptance Statement

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Librarian-Associate at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Library Assistant 3	Career Ladder:
Department/Location:	Children’s Services	Range 9 positions
Range:	8	Children Serv. Specialist
Reports to:	Children’s Services Specialist	Resource Librarian
Status:	Non-Exempt	
Date Approved:	5-1-01	
Date Revised:	7-1-02, 3-19-04, 7-11-06	

Position Summary:

Under general supervision, the position of Library Assistant III exists to work at the HQ Children’s Room public service desk and to conduct a variety of children’s programs.

Education/Experience:

Graduation from a recognized college or university in a bachelor’s program or equivalent. Two years library or customer service experience.

Essential Job Duties:

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.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Job Duties	Recommended %
1. Works at the Children’s Room public service desk at HQ to assist walk-in, phone and email customers find materials, answer questions, use library resources and equipment and explain library policies.	44%
2. Fills branch subject and title requests within established turn-around times to fulfill the Children’s Services function of back up reference service to meet customer needs.	4%
3. Takes requests for materials and information not available in the GRRL collection using appropriate forms or inter-library loan reference service to meet customer needs.	4%
4. Prepares for and conducts a variety of children’s programs to be presented at the St. Cloud Public Library and at branch libraries.	28%
5. Schedules and conducts class visits and library tours to inform the general public, especially children, of library resources, services, policies and equipment.	3%
6. Trains and supervises library aides assigned to the Children’s Room to ensure assigned tasks are completed accurately and in a timely fashion.	3%
7. Prepares booklists, activity sheets, storytelling kits, bulletin boards and displays to highlight library resources and provide library related activities for children.	6%
8. Participates in collection development as assigned from the following list: a. Updates editions, suggests multiple copies, evaluates materials for mending, replacement or discard for assigned areas to provide a collection responsive to customer demand and in usable condition. b. Maintains the periodical collection with changes, additions and deletions to keep the collection current. Updates periodical lists to facilitate user access to the collection.	8%

<ul style="list-style-type: none"> c. Locates reviews for materials requested by customers but not owned by GRRL and forwards reviews to selection committee. d. Weeds juvenile materials no longer needed in the collection. e. May read reviews in selected journals. 	
9. Reviews and evaluates new materials for possible use in programming.	
10. Checks indexes or bibliographies for holdings in GRRL to provide for better service to customers.	
11. Organizes, orders and maintains department supplies.	

Non-Essential Job Duties:

1. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.

Qualifications:

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to translate knowledge of children’s services and resources into the provision of high quality customer service by answering questions accurately and providing materials to the satisfaction of each customer.
2. Ability to utilize computer and searching skills to access and proficiently use GRRL’s online catalog, online databases, and the Internet. Able to use advanced software programs to produce reports, written procedures and forms and e-mail.
3. Ability to carry out collection development responsibilities consistent with GRRL’s selection policies and procedures.
4. Ability to plan and conduct creative programs for children.
5. Possession of a valid Minnesota’s driver’s license and the ability to maintain a good driving record by following traffic laws and regulations to ensure safe operation of library vehicles.
6. Ability to operate a variety of library equipment including computer and printer, photocopier, fax machines, VCR, video projector and microform reader printer.

Language Skills:

Must be able to read, write, give, follow and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate productively with staff and library users.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis 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.

Acceptance Statement

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Library

July 14, 2009

Item 4

Assistant 3 at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Computer Systems Analyst	Career Ladder:
Department/Location:	Headquarters	Other Range 10 positions
Range:	10	Regional Supervisor
Reports to:	Regional Coordinator – <u>Information Technology</u> Computer Information Services	Regional Coordinator
Status:	Exempt	
Date Approved:	5-1-01	
Date Revised:	7-1-02; 9-5-03; 9-27-05, <u>7-14-09</u>	

Position Summary:

Under general supervision, the position of Computer Systems Analyst exists to assist in the provision of ~~computer and information~~information technology services to staff and public users at Headquarters and branch libraries.

Education/Experience:

Graduation from a recognized college or university with a Bachelor's in Computer Science or equivalent and other certification as required by law.

4 years computer systems experience.

Library experience preferred.

Essential Job Duties:

THE FOLLOWING ARE THE REGULAR DUTIES FOR THIS POSITION. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Job Duties	Recommended %
1. Serves the library in a leadership capacity to move the region's services forward, anticipate future needs, as well as to respond to current trends.	ongoing
2. Performs technology problem resolution with all GRRL staff and outside technology vendors in order to maintain efficient and effective computer and information services support for library operations.	
<p><u>3. Under general direction from the IT/Virtual Services Coordinator:</u></p> <p><u>3-a.</u> Maintains technical aspects such as system policy setting and configuration of the library's centralized technology system; provides technical training to staff in use of the library's computer equipment and software including application and client software in order to ensure a well-trained, efficient staff. Maintains the library's centralized technology system using Unix, Sybase and Horizon software. Uses SQL (Structured Query Language) to query and update the library's online catalog database.</p> <p><u>Assists with and maintains technical aspects of GRRL web pages, integrated databases and other information resources</u></p>	

<p><u>available to staff and the public via the library's intranet and World Wide Web servers. Assists with and maintains dynamic database-supported web pages and applications for the public staff.</u></p> <p><u>OR</u></p> <p><u>a-b. Manages, analyzes and maintains technical aspects of GRRL web pages, integrated databases and other information resources available to staff and the public via the library's intranet and World Wide Web servers. Designs, develops and maintains dynamic database-supported web pages, based on generally accepted technology standards, and applications for the public staff.</u></p> <p><u>Assists with and maintains technical aspects such as system policy setting and configuration of the library's centralized technology system; Assists with and maintains the library's centralized technology system using Unix, Sybase and Horizon software. Uses SQL (Structured Query Language) to query and update the library's online catalog database.</u></p>	
<p>4. Manages, analyzes and/or maintains technical aspects of GRRL web pages, integrated databases and other information resources available to staff and the public via the library's intranet and World Wide Web servers. Provides technical training to staff in their uses in order to ensure a well-informed public and efficient staff. Designs, develops and/or maintains dynamic database-supported web pages, based on generally accepted technology standards, and applications for the public staff. Provides technical training to staff in use of the library's computer equipment, software (including application and client software) and web properties in order to ensure a well-trained and efficient staff and a well-informed public</p>	
<p>5. Performs computer and information system file maintenance and backups in order to ensure integrity of data and computer and information services.</p>	
<p>6. Other essential duties include but are not limited to the following:</p> <ul style="list-style-type: none"> a. Runs and monitors onsite GRRL technology processes, including preventive maintenance and repairs, inventory and reports to assure smooth day-to-day technical support for library operations. b. Assists in maintaining telecommunications, networking, and interfaces within the library and with other systems outside of the library to provide staff and public with access to needed resources. Contacts telecommunications vendors when needed. c. Performs ongoing communications with computer and information services and telecommunication vendors to provide effective implementation and ongoing computer and information services processes. d. Maintains current awareness in computer and information services trends and environment to assist the library in meeting the challenges of technical changes in the library and informational environment. 	

Non-Essential Job Duties:

1. Assists in ongoing review of Information Technology computer and information services needs, upgrades plans.
2. Assists in analysis/recommendation of budget(s) related to Information Technology computer and information services.
3. Represents GRRL at professional meetings related to Information Technology computer and information services.

Qualifications

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrated leadership exemplified by willingness and ability:
 - a. to model and reinforce integrity, ethics and excellence in work performance
 - b. to develop and sustain work relationships characterized by respect, dignity and trust
 - c. to provide enthusiastic and positive leadership
 - d. to support policies and work practices that engender successful collaboration
 - e. to manage by objectives and outcomes
 - f. to mentor and coach in a manner that contributes to staff development
 - g. to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - h. to develop and implement creative solutions to regional challenges
 - i. to maintain a commitment to personal and professional development
2. Ability to run and monitor onsite GRRL technology processes, including preventive maintenance and repairs, inventory and reports.
3. Ability to maintain and provide technical training to staff in use of the library's technology equipment and software, home pages, databases and other information resources.
4. Ability to assist in maintaining automated telecommunications, networking, and interfaces within the library and with other systems outside of the library.
5. Ability to travel as needed to library sites where technology assistance is needed
6. Ability to perform detailed computer work with consistent accuracy.
7. Ability to make diagnoses and suggest/perform resolutions for computer hardware and software problems.
8. Ability to assist staff and public in the use of computer hardware and software.
9. Ability to self-direct work, with minimal supervision, within the parameters of the task sheet and library policies.
10. Ability to learn new tasks and adapt to changing tasks as technology changes.
11. Ability to learn computer functions of significant complexity for the purpose of maintaining computers and software and of training staff.

Language Skills:

Must be able to read, write, give, follow and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate productively with staff and library users.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demand Analysis 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.

Acceptance Statement

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Computer Systems Analyst at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date

**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Web Developer	Career Ladder:
Department/Location:	Headquarters	Other Range 10 positions
Range:	10	Coordinator
Reports to:	Coordinator - Computer Information Services	
Status:	Exempt	
Date Approved:	6-12-07	
Date Revised:		

Position Summary:

Under general supervision, the position of Web Developer exists to assist in the provision of web-based computer and information services to staff and public users at Headquarters and branch libraries.

Education/Experience:

Graduation from a recognized college or university with a Bachelor's in Computer Science or equivalent and other certification as required by law.

4 years computer systems experience.

Library experience preferred.

Essential Job Duties:

THE FOLLOWING ARE THE REGULAR DUTIES FOR THIS POSITION. THESE ARE NOT TO BE CONSTRUED AS EXCLUSIVE OR ALL-INCLUSIVE. OTHER DUTIES MAY BE REQUIRED AND ASSIGNED.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Essential Job Duties	Recommended %
1. Serves the library in a leadership capacity to move the region's services forward, anticipate future needs, as well as to respond to current trends.	
2. Designs, develops and maintains dynamic database-supported web pages, based on generally accepted technology standards, and applications for the public and staff.	
3. Manages and analyzes the complex and technical aspects of the GRRL's web pages, integrated databases and other information resources available to staff and the public via the library's intranet and World Wide Web servers. Provides technical training to staff in their uses in order to ensure a well-informed public and efficient staff.	
4. Maintains technical aspects such as system policy setting and configuration of the library's centralized technology system; maintains the library's centralized technology system using Unix, Sybase and Horizon software. Uses SQL (Structured Query	

<p>Language) to query and update the library's online catalog database.</p>	
<p>5. Performs computer and information system file maintenance and backups in order to ensure integrity of data and computer and information services.</p>	
<p>6. Other essential duties include but are not limited to the following:</p> <ul style="list-style-type: none"> a. Runs and monitors onsite GRRL technology processes, including preventive maintenance and repairs, inventory and reports to assure smooth day-to-day technical support for library operations. b. Assists in maintaining telecommunications, networking, and interfaces within the library and with other systems outside of the library to provide staff and public with access to needed resources. Contacts telecommunications vendors when needed. c. Performs ongoing communications with computer and information services and telecommunication vendors to provide effective implementation and ongoing computer and information services processes. d. Maintains current awareness in computer and information services trends and environment to assist the library in meeting the challenges of technical changes in the library and informational environment. e. Performs related problem resolution with all GRRL staff and outside technology vendors in order to maintain efficient and effective computer and information services support for library operations. 	

Non-Essential Job Duties:

1. Assists in ongoing review of computer and information services needs, upgrades plans.
2. Assists in analysis/recommendation of budget(s) related to computer and information services.
3. Represents GRRL at professional meetings related to computer and information services.

Qualifications

The requirements listed below are representative of the qualities, knowledge, skill, and/or ability required to perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrated leadership exemplified by willingness and ability:
 - a. to model and reinforce integrity, ethics and excellence in work performance
 - b. to develop and sustain work relationships characterized by respect, dignity and trust
 - c. to provide enthusiastic and positive leadership
 - d. to support policies and work practices that engender successful collaboration
 - e. to manage by objectives and outcomes
 - f. to mentor and coach in a manner that contributes to staff development
 - g. to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - h. to develop and implement creative solutions to regional challenges
 - i. to maintain a commitment to personal and professional development

2. Ability to run and monitor onsite GRRL technology processes, including preventive maintenance and repairs, inventory and reports.
3. Ability to translate web development skills into a useful, attractive library website for both staff and the public.
4. Ability to maintain and provide technical training to staff in use of the library's technology equipment and software, home pages, databases and other information resources.
5. Ability to assist in maintaining automated telecommunications, networking, and interfaces within the library and with other systems outside of the library.
6. Ability to travel as needed to library sites where technology assistance is needed
7. Ability to perform detailed computer work with consistent accuracy.
8. Ability to make diagnoses and suggest/perform resolutions for computer hardware and software problems.
9. Ability to assist staff and public in the use of computer hardware and software.
10. Ability to self-direct work, with minimal supervision, within the parameters of the task sheet and library policies.
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The physical demands and work environment characteristics described on the attached Physical Demand Analysis 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.

Acceptance Statement

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Web Developer at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date