



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

Board of Trustees Personnel Committee Meeting
Tuesday, May 17, 2022, 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 – March 15, 2022, Meeting (Requested Action – Approve) pg 3 | 5:32 |
| 4. Position Descriptions Revisions (Requested Action – Approve) pg 5 | 5:33 |
| 5. Human Resources Interim Plan & Structure Evaluation pg 65 | 5:46 |
| 6. Next Meeting – To Be Determined | 5:54 |
| 7. Adjournment | 5:55 |

May 17, 2022

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
March 15, 2022**

The Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Jayne Dietz on Tuesday, March 15, 2022, at 5:32 p.m. in the St. Cloud Public Library Mississippi Room.

Members Present: Al Amdahl, Jayne Dietz, Melissa Fee, Ed Popp, Jacey Wallace, Randy Winscher

Members Excused: Lynn Grewing

GRRL Staff Present: Karen Pundsack, Julie Schmitz, Patricia Waletzko

ADOPTION OF AGENDA

Ed Popp made a motion to adopt the agenda as presented. Seconded by Al Amdahl, the motion carried unanimously.

ELECT PERSONNEL COMMITTEE CHAIRPERSON

Jayne Dietz nominated Melissa Fee for Personnel Committee Chairperson for 2022. Randy Winscher seconded the nomination. There being no further nominations, Jayne Dietz moved to close nominations and cast a unanimous ballot for Melissa Fee. All voted to elect Melissa Fee as Chairperson.

Jacey Wallace joined the meeting at 5:35 p.m.

APPROVAL OF MINUTES

The November 16, 2021, Personnel Committee meeting minutes were approved at the January 18, 2022, GRRL Board meeting. The Committee did not meet in January.

PERSONNEL POLICY UPDATES

Associate Director – Human Resources Julie Schmitz explained the requested updates to Personnel policies 4A.2 PTO Eligibility and Availability and 4A.3 Accrual Rates and Maximums. She provided background for the current policies. The updates will increase PTO accrual for all Aide positions and make them eligible for the same benefit as other part-time positions. This area of inequity was identified by the Diversity, Equity & Inclusion Work Group.

Jayne Dietz made a motion to approve the Personnel policy updates as presented. Randy Winscher seconded the motion. Following questions and discussion, upon vote, the motion carried unanimously.

SAMPLE POSITION DESCRIPTION REVIEW

GRRL received a Library Services & Technology Act grant to advance equity and inclusion in Central Minnesota libraries. One grant component was a review of GRRL's recruitment processes and job descriptions. Julie Schmitz explained the goal to reduce applicant barriers, attract a more diverse group of applicants, and increase staff diversity.

Filsan Talent Partners evaluated several GRRL job descriptions. The Committee reviewed a sample position description with some recommendations incorporated and received Filsan's complete

recommendations document. Executive Director Karen Pundsack asked for Committee feedback on the sample job description.

In reply to questions, Julie Schmitz stated job requirements and wages are not changing. The intent is to have an appealing job description format with improved language, focused job outcomes, an added diversity/inclusion statement, and updated minimum qualifications and physical demands.

NEXT MEETING

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

ADJOURNMENT

Melissa Fee adjourned the meeting at 5:43 p.m.

Melissa Fee, Chair



Position Descriptions Revisions

Submitted by Associate Director – Human Resources Julie Schmitz

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

Recommend approval of the following revised position descriptions:

- Circulation Aide
- Distribution Aide
- Driver
- Collection Development Clerk
- Library Aide
- Library Assistant
- Library Associate
- Library Services Coordinator

BACKGROUND INFORMATION

Supporting Documents Attached:

- Current and revised position descriptions

At the March Board meeting, a sample position description was provided as a template for revisions to our current position descriptions. The template was developed to incorporate recommendations made by Filsan Talent Partners as part of our Library Services & Technology Act grant *Advancing Equity and Inclusion in Central Minnesota Libraries*. The above revised position descriptions use the template.

The revised Collection Development Clerk position description combines the current Collection Development Assistant and Collection Development Clerk position descriptions. They were combined due to similarities between the positions and to allow for more cross training and coverage in the department.

FINANCIAL IMPLICATIONS

Estimated Cost:\$

Funding Source:

Budgeted: Yes No

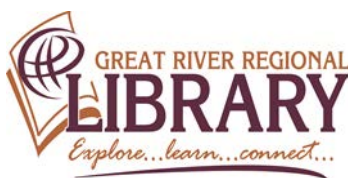
ACTION

Passed

Failed

Tabled

May 17, 2022



CIRCULATION AIDE – Current

Department:	Circulation Services/SCPL	Pay Grade:	5
Reports To:	Sr. Circulation Assistant	FLSA Status:	Non-Exempt
Union:	Non-Union		

Date Approved: 05/01/2001
Date of Last Revision: 11/19/2013, 01/20/2015, 08/17/2015, 03/21/2017, 09/19/17

JOB SUMMARY

Under direct supervision, the Circulation Aide prepares materials for patron access by shelving and checking in materials.

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 or assigned.

1. Empties book drop and brings materials into the library.
2. Checks in library materials from book drop and delivery using computerized library system and Automated Material Handling System (AMHS).
3. Searches for and retrieves materials on shelves from printouts and lists.
4. Packs and unpacks library materials for delivery.
5. Sorts books on carts for shelving.
6. Shelves library materials in proper alphabetical or numerical order.
7. Shelf reads materials to ensure proper order and timely rotation of library materials.
8. Inspects materials to ensure they are in good condition for patron use.
9. Ensures patron areas are neat and organized; cleans toys and equipment as needed.
10. Completes routine opening and closing tasks as assigned.
11. Provides assistance during programming if requested.
12. Assists with training of new Circulation Aides.

MINIMUM QUALIFICATIONS

Education and Experience:

Entry-level position

Required Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills
- Ability to file material in alpha and numerical order and use the Dewey Decimal Classification System
- Ability to determine and abide by the public service limitations of this position
- Must be willing to be cross-trained and work in other areas when needed
- Ability to follow verbal and written instructions
- Strong time management skills with the ability to meet deadlines

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

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

Scope of Relationships (external): Minimal external contacts. This is a non-public service position. May respond to general inquiries from patrons, but refers patrons in need of professional assistance to patron services staff.

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 _____

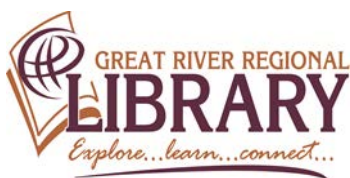
PHYSICAL DEMANDS/WORK ENVIRONMENT

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	Scan/shelve materials
Looking at computer screen				X		
Reaching in any direction				X		Shelve materials
Kneel/Crouch/Crawl				X		Shelve materials
Bend/Stoop/Squat				X		Shelve materials
Balance		X				
Push/Pull/Twist				X		Move carts
Climb heights/ladder			X			AMHS tunnel
Sit				X		
Stand				X		
Walk				X		
Lift	1-10 lbs				X	Books
	11-19 lbs			X		
	20-49 lbs			X		
	50+ lbs		X			
Carry	1-10 lbs				X	Books
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	AMHS
Exposure to temperature extremes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Empty book drop
Driving automotive equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust from books
Working in restricted spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited, AMHS tunnel
Exposure to elevated noise levels for extended periods of time	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Low noise, AMHS
Exposure to cleaning chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited exposure
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment, AMHS



DISTRIBUTION AIDE – Current

Department:	Distribution Services/SCPL	Pay Grade:	5
Reports To:	Senior Distribution Assistant	FLSA Status:	Non-Exempt
Union:	Non-Union		

Date Approved: 05/01/2001
Date of Last Revision: 11/19/2013, 01/20/2015, 11/15/2016, 7/18/17

Under direct supervision, the Distribution Aide packs materials for distribution throughout the region and unpacks materials returned from branches.

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.

1. Assists delivery drivers with loading and unloading vehicles.
2. Places library materials in correct delivery bag for distribution.
3. Checks materials in through the computerized library system and changes the status.

MINIMUM QUALIFICATIONS

Education and Experience:

Entry-level position

Required Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills
- Ability to pack/unpack materials at an efficient pace
- Must be willing to be cross-trained in the Technical Services department and work in other areas when needed

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Scope of Relationships (internal): Minimal contact with staff working in the area.

Scope of Relationships (external): Minimal external contacts.

ACKNOWLEDGEMENT

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

Employee_____

Date_____

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 the job. Work is performed primarily in the distribution work area and loading dock.

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		Sorting materials
Looking at computer screen			X			
Reaching in any direction				X		Packing/unpacking
Kneel/Crouch/Crawl			X			In van when packing/unpacking
Bend/Stoop/Squat			X			Move bags and carts
Balance		X				
Push/Pull/Twist				X		Move carts/pack bags
Climb heights/ladder		X				
Sit			X			
Stand					X	
Walk				X		
Lift	1-10 lbs			X		Books/bags
	11-19 lbs			X		Books/bags
	20-49 lbs			X		Books/bags
	50+ lbs		X			
Carry	1-10 lbs			X		Bags to/from Cart
	11-19 lbs			X		Bags to/from Cart
	20-49 lbs			X		Bags to/from Cart
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery dock
Driving automotive equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery dock
Working in restricted spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loading/unloading van
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

Scope of Relationships (external): None

ACKNOWLEDGEMENT

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

Employee _____

Date _____

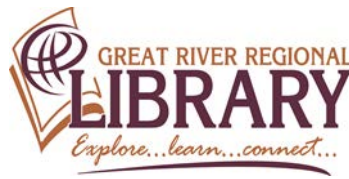
PHYSICAL DEMANDS/WORK ENVIRONMENT

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 the job. Work is performed primarily on the road in a delivery vehicle with frequent stops at various library locations.

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
Use of hands				X		Hands on steering wheel
Looking at computer screen			X			Complete timecards/read Daily News
Reaching in any direction				X		Loading/unloading vehicle
Kneel/Crouch/Crawl			X			In vehicles when loading/unloading
Bend/Stoop/Squat			X			Move bags
Balance		X				
Push/Pull/Twist			X			Placing bags on carts/moving carts
Climb heights/ladder		X				
Sit				X		Driving
Stand			X			Bringing in delivery
Walk			X			Bringing in delivery
Lift	1-10 lbs			X		Delivery bags
	11-19 lbs			X		Delivery bags
	20-49 lbs			X		Delivery bags
	50+ lbs		X			Delivery bags
Carry	1-10 lbs			X		Delivery bags
	11-19 lbs			X		Delivery bags
	20-49 lbs			X		Delivery bags
	50+ lbs		X			Delivery bags

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"/>	Drives in moving traffic
Exposure to temperature extremes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery dock/in and out of buildings
Driving automotive equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Frequent travel to delivery locations
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery dock
Working in restricted spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loading/unloading van
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"/>	Vehicles and General office equipment



COLLECTION DEVELOPMENT ASSISTANT – Current

Department: Collection Development/GRRL **Pay Grade:** 10
Reports To: Associate Director, Collection Development **FLSA Status:** Non-Exempt
Union: General Unit

Date Approved: 05/30/2002
Date of Last Revision: 11/19/2013, 11/15/2016, 09/19/2017

Under general supervision, the Collection Development Assistant maintains the status of materials in the collection and facilitates the sending and receiving of Interlibrary Loan materials to library patrons from other libraries or agencies.

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.

1. Processes interlibrary loan requests by receiving the request, locating the material in the most cost effective manner and coordinating delivery and return of the material.
2. Generates reports and maintains records regarding interlibrary loans, account statuses and general collection maintenance.
3. Adds charges to patron accounts or loaning libraries for lost items or fees and processes payments when they are received.
4. Investigates the status of library materials ordered but not received in a timely manner.
5. Assists with the weeding process and withdrawing of materials.
6. Screens donated materials according to procedures before adding to the collection.
7. Assists with training staff and volunteers on department procedures.

MINIMUM QUALIFICATIONS

Education and Experience:

High School diploma or equivalent

Required Knowledge, Skills and Abilities:

- Intermediate computer skills
- Proficiency with Microsoft Excel
- Strong attention to detail
- Effective communication skills – written and verbal
- Must be willing to be cross-trained in the Collection Development and Technical Services departments and work in other areas when needed

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

Scope of Relationships (internal): Contact with staff throughout region to provide information.

Scope of Relationships (external): Regular contact with other library systems/agencies regarding requests. Occasional contact with library patrons.

ACKNOWLEDGEMENT

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

Employee_____

Date_____

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 the job. Work is performed primarily 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			Handling library materials
Kneel/Crouch/Crawl		X				
Bend/Stoop/Squat			X			Move carts/bins of materials
Balance		X				
Push/Pull/Twist			X			Move carts/bins of materials
Climb heights/ladder		X				
Sit				X		
Stand			X			
Walk			X			
Lift	1-10 lbs		X			Books/materials
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs		X			Books
	11-19 lbs	X				Materials from bin to table
	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



COLLECTION DEVELOPMENT CLERK – Current

Department: Collection Development/GRRL **Pay Grade:** 10
Reports To: Collection Development 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

Under direct supervision, the Collection Development Clerk provides clerical support and processes patron requests for materials.

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.

1. Searches GRRL catalog for requested titles and places request(s) for patron when item is owned by GRRL.
2. Searches a variety of sources for materials not owned by GRRL to verify titles to advance to the Collection Development Librarians or to Interlibrary Loan.
3. Locates reviews for materials requested by patrons but not owned by GRRL and forwards reviews to Collection Development Librarians.
4. Enters data regarding volume of requests and develops reports as requested.
5. Communicates with patrons via email regarding requests for materials.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or equivalent

Required Knowledge, Skills and Abilities:

- Strong organizational skills with attention to detail
- Intermediate computer skills
- Proficiency with Microsoft Excel
- Effective communication skills – written and verbal
- Must be willing to be cross-trained in the Collection Development and Technical Services departments and work in other areas when needed

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

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

Scope of Relationships (external): Email contact with patrons, typically with templates

ACKNOWLEDGEMENT

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

Employee _____

Date _____

Printed Name _____

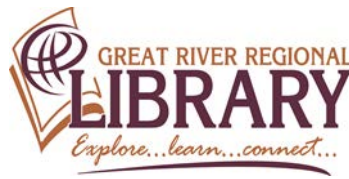
PHYSICAL DEMANDS/WORK ENVIRONMENT

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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				
Climb heights/ladder		X				
Sit					X	
Stand			X			
Walk			X			Mail
Lift	1-10 lbs		X			Books/materials
	11-19 lbs	X				
	20-49 lbs	X				
	50+ lbs	X				
Carry	1-10 lbs		X			Books/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



LIBRARY AIDE – Current

Department:	Patron Services/Branch Libraries	Pay Grade:	5
Reports To:	Library Services Coordinator Sr. Library Assistant	FLSA Status:	Non-Exempt
Union:	Non-Union		

Date Approved: 01/19/2010
Date of Last Revision: 11/19/2013, 01/20/2015, 08/17/2015, 11/15/2016, 09/19/17

Under direct supervision, the Library Aide prepares materials for patron access by shelving and checking in materials.

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.

1. Empties book drop and brings materials into the library.
2. Checks in library materials from book drop and delivery using computerized library system.
3. Searches for and retrieves materials on shelves from printouts and lists.
4. Packs and unpacks library materials for delivery.
5. Sorts books on carts for shelving.
6. Shelves library materials in proper alphabetical or numerical order.
7. Shelf reads materials to ensure proper order and timely rotation of library materials.
8. Monitors materials to ensure they are in good condition for patron use.
9. Insures patron areas are neat and organized; cleans toys and equipment as needed.
10. Completes routine opening and closing tasks as assigned.
11. Provides assistance during programming as requested.

MINIMUM QUALIFICATIONS

Education and Experience:

Entry-level position

Required Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills
- Ability to file material in alpha and numerical order and learn the Dewey Decimal Classification System
- Ability to determine and abide by the public service limitations of this position

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Scope of Relationships (internal): Contact with GRRL staff to share information.

Scope of Relationships (external): Minimal external contacts. This is a non-public service position. May respond to general inquiries from patrons, but refers patrons in need of professional assistance to patron services staff.

ACKNOWLEDGEMENT

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Employee _____

Date _____

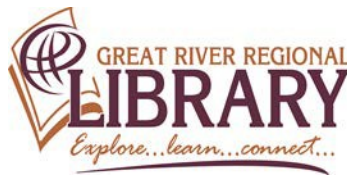
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N=Not at all; O=Occasionally (under 1/3); F=Frequently (1/3 to 2/3); C=Continuously (over 2/3)

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

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 checked="" type="checkbox"/>	<input type="checkbox"/>	Emptying book drop
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Limited exposure
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



LIBRARY ASSISTANT – Current

Department:	Branch Libraries	Pay Grade:	16
Reports To:	Library Services Coordinator	FLSA Status:	Non-Exempt
Union:	Non-Union		

Date Approved: 05/01/2001
Date of Last Revision: 11/19/2013, 01/20/2015, 03/21/2017

JOB SUMMARY

Under general supervision, the Library Assistant performs general circulation and reference work in a library, conducts programs and assists with outreach.

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.

1. Performs circulation procedures including checking materials in and out, renewing materials, and placing holds.
2. Registers/renews library cards and updates patron information in the library’s automated system; maintains confidentiality of patron information.
3. Collects patron fines and fees and applies to patron accounts. May perform cash reconciliation as assigned.
4. Provides assistance to patrons in person and over the phone, via email and/or online chat, including giving guidance on library policies and procedures, the collection, technology and services, and providing reference and readers' advisory services.
5. Maintains security of the public areas. May act as Supervisor on Duty. Deals with patrons who disrupt normal use or operation of the Library by enforcing library policies, responding to alarms and contacting authorities in case of an emergency.
6. Creates displays that generate interest and increase borrowing of the collection.
7. Develops and conducts programs and outreach that increase use of the library and support the strategic plan.
8. Promotes library programs including updating the events calendar and local webpage.
9. Reserves meeting rooms for patrons and assists with needs during the meeting.
10. Provides work direction and training to Library Aides and volunteers.
11. Maintains an adequate level of supplies for the library.
12. Helps maintain the library collection through weeding/relocating materials, running reports and processing donated materials.
13. Performs routine opening and closing procedures.
14. Oversees the efficient and safe operation of the library during the absence of the Library Services Coordinator.

MINIMUM QUALIFICATIONS

Education and Experience:

- High school diploma and two years of formal education or equivalent
- Six months of library or customer service experience

Required Knowledge, Skills and Abilities:

- Excellent communication skills both written and verbal
- Ability to manage multiple priorities with frequent interruptions
- Ability to be creative in designing programs/displays that reach diverse patron interests
- Strong organizational skills
- Demonstrated proficiency with computers and technology devices
- Knowledge of research and information gathering techniques
- Ability to respond to emergencies and situations that may be stressful or difficult

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

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

Scope of Relationships (external): Extensive contact with the public, occasional contact with law enforcement, outreach with external organizations

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 _____

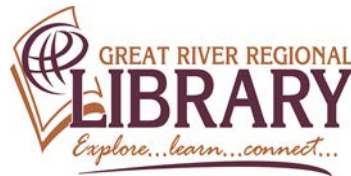
PHYSICAL DEMANDS/WORK ENVIRONMENT

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	Check in/out materials
Looking at computer screen					X	
Reaching in any direction					X	Check in/out materials, shelving
Kneel/Crouch/Crawl			X			Shelve materials
Bend/Stoop/Squat			X			Shelve materials/locate items
Balance		X				
Push/Pull/Twist				X		Move carts, check in/out items
Climb heights/ladder			X			Displays/decorations
Sit				X		
Stand				X		Patron desk
Walk				X		
Lift	1-10 lbs				X	Books and materials
	11-19 lbs			X		Books and materials
	20-49 lbs		X			
	50+ lbs		X			
Carry	1-10 lbs				X	Books and materials
	11-19 lbs			X		Book bags
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Limited exposure
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



LIBRARY ASSOCIATE – Current

Department: Patron and Circulation Services/SCPL **Pay Grade:** 16
Reports To: Patron Services Coordinator/
 Circulation and Distribution Coordinator **FLSA Status:** Non-Exempt
Union: General Unit

Date Approved: 07/14/2009

Date of Last Revision: 11/19/2013, 09/16/2014, 03/21/2017, 11/17/2020

JOB SUMMARY

Under general supervision, the Library Associate provides direct patron service at the circulation, reference and children's desks at the St. Cloud Public Library. The Library Associate also conducts programs, assists with outreach, collection maintenance and the circulation of materials.

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.

1. Provides assistance to patrons in person and over the phone, via email and/or online chat, including giving guidance on library policies and procedures, the collection, technology and services, and providing reference and readers' advisory services.
2. Performs circulation procedures including checking materials in and out, renewing materials, and placing holds.
3. Registers/renews library cards and updates patron information in the library's automated system.
4. Collects fines and fees and applies to patron accounts.
5. Answers incoming telephone calls on the main switchboard and routes calls to the appropriate person. Answers the service entry door in the loading dock and employee entrance.
6. Reserves meeting study, and conference rooms for patrons and assists with needs during use including AV equipment set up and troubleshooting. Completes paperwork related to meeting room usage.
7. Maintains programming kits and processes reservations.
8. Routes incoming interoffice mail to the appropriate department/person.
9. Maintains confidentiality of patron information.
10. Maintains security of the public areas. May act as Supervisor on Duty. Deals with patrons who disrupt normal use or operation of the Library by enforcing library policies, responding to alarms and contacting authorities in case of an emergency.
11. Empties copier and internet printer coin boxes in Patron Services. Provides accurate accounting and paperwork to the Accounting Department.
12. Provides work direction and training to Circulation Aides and volunteers.
13. Creates displays that generate interest and increase borrowing of the collection.

- 14. Develops and conducts programs and outreach that increase use of the library and support the strategic plan.
- 15. Promotes library programs including updating the events calendar and local web page.
- 16. Maintains an adequate level of supplies for the department.
- 17. Helps maintain the library collection by weeding/relocating materials, running reports and processing donated materials.
- 18. Performs routine opening and closing procedures.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor’s degree or equivalent
- Two years of library or customer service experience

Required Knowledge, Skills and Abilities:

- Excellent communication skills both written and verbal
- Ability to manage multiple priorities with frequent interruptions
- Ability to be creative in designing programs/displays that reach diverse patron interests
- Strong organizational skills
- Demonstrated proficiency with computers and technology devices
- Knowledge of research and information gathering techniques
- Ability to respond to emergencies and situations that may be stressful or difficult

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

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

Scope of Relationships (external): Extensive contact with the public, occasional contact with law enforcement, outreach with external organizations

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			Pull materials
Kneel/Crouch/Crawl			X			Pull materials, displays
Bend/Stoop/Squat			X			Pull materials, displays
Balance		X				
Push/Pull/Twist			X			Move carts
Climb heights/ladder			X			Displays, decorations
Sit					X	
Stand			X			
Walk			X			
Lift	1-10 lbs				X	Books
	11-19 lbs		X			Kits
	20-49 lbs		X			
	50+ lbs	X				
Carry	1-10 lbs				X	Books
	11-19 lbs		X			Kits
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Limited, AMHS
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Dust in environment from books
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Limited exposure
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from a recognized college or university in a bachelor’s program or equivalent. Master’s degree in Library Science or related field preferred.
- Two years of library or customer service experience including one year of supervisory experience

Required Knowledge, Skills and Abilities:

- Demonstrated proficiency with computer software programs including Microsoft Office
- Ability to effectively manage time and meet deadlines
- Ability to manage multiple priorities with frequent interruptions
- Ability to develop, train and direct staff
- Ability to work without close supervision
- Ability to plan and assign work
- Effective communication and presentation skills, verbally and in writing
- Demonstrated proficiency with technology devices
- Knowledge of research and information gathering techniques
- Interest in lifelong learning to stay abreast of new library services and trends
- Possession of a valid driver’s license and satisfactory driving record

Complexity of Work: Complex

Budget Responsibility: Maintains branch expenditures within budgeted amounts and accurate accounting of cash drawer

Supervisory Responsibility: Directs the work of Library Assistants, Aides and volunteers

Scope of Relationships (internal): Contact with staff throughout region to share information. May participate in regional teams and work groups

Scope of Relationships (external): Regular contact with patrons, community partners and volunteers; participates in City Council meetings, Friends meetings, Library Board meetings; makes presentations to schools and other external groups

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: _____

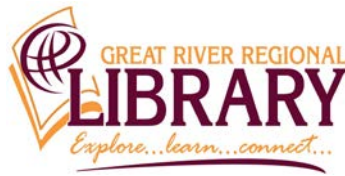
PHYSICAL DEMANDS/WORK ENVIRONMENT

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			Scanning, shelving, keyboarding
Looking at computer screen				X		
Reaching in any direction				X		Circulation routines, handling files
Kneel/Crouch/Crawl			x			Reach computer/phone wiring
Bend/Stoop/Squat			X			Reach library materials on shelves
Balance		X				
Push/Pull/Twist			X			Move carts
Climb heights/ladder			X			
Sit			X			
Stand			X			
Walk			X			
Lift	1-10 lbs		X			Books
	11-19 lbs		X			Moving delivery bags
	20-49 lbs		X			Moving delivery bags
	50+ lbs	X				
Carry	1-10 lbs		X			Books
	11-19 lbs		X			Moving delivery bags
	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 checked="" type="checkbox"/>	<input type="checkbox"/>	Attend training and meetings
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Limited exposure
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



CIRCULATION AIDE

JOB SUMMARY

The Circulation Aide handles incoming library materials and makes them available to patrons.

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. Check in library materials using computer.
2. Empty book drop.
3. Pack and unpack library materials for delivery.
4. Shelve library materials in proper order.
5. Check that library materials are in good condition.
6. Find library materials from shelves for patron requests.
7. Run machine that automatically checks in and sorts library materials.

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: None required

Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills

- Ability to file material in alphabetical and numerical order
- Must be age 16 or older

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

Scope of Relationships (internal): Contact with GRRL staff to share information

Scope of Relationships (external): Minimal external contacts. This is a non-public service position. May respond to general inquiries from patrons, but refers patrons who need professional assistance to patron services staff.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Occasionally operates office and library equipment
- Frequently positions self to shelve materials from ground level to over 6 feet high
- Frequently moves around the library building
- Frequently moves library books and materials up to 20 pounds
- Occasionally moves bags of library materials up to 50 pounds
- Frequently moves carts loaded with library materials

Department: Circulation Services/SCPL

Pay Grade: 6

Reports To: Senior Circulation Assistant

FLSA Status: Non-Exempt

Union: Non-Union

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 08/17/2015, 03/21/2017, 09/19/2017, 05/17/2022

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.

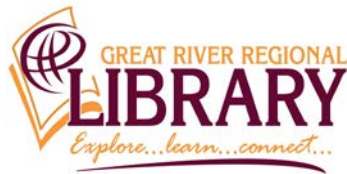
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Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____

Date _____

Printed Name _____



DISTRIBUTION AIDE

JOB SUMMARY

The Distribution Aide packs and unpacks library materials to be distributed to other libraries.

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 considered exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Help delivery drivers load and unload vehicles.
2. Put library materials in delivery bags for distribution.
3. Check in library materials using the computer.

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:

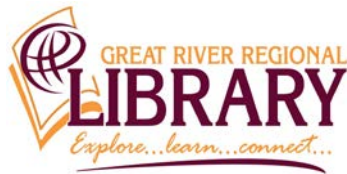
- Positive attitude and strong work ethic
- Enjoy working with people from diverse backgrounds
- Organizational, interpersonal, and time management skills
- Ability to self-direct and work as a team member
- Ability to meet deadlines and follow instructions
- Ability to foster positive working relationships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

Education and Experience: None required

Required Knowledge, Skills and Abilities:

- Attention to detail
- Basic computer skills
- Ability to pack and unpack materials at an efficient pace

Complexity of Work: Basic



DRIVER

JOB SUMMARY

The Driver delivers library materials from the St. Cloud Public Library (Headquarters) to other libraries and agencies.

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 considered exclusive or all-inclusive. Other duties may be required and assigned based on the needs of GRRL.

1. Drive delivery vehicle loaded with library materials.
2. Load and unload library materials from the vehicle.
3. Perform pre-trip inspection of vehicle.
4. Keep vehicle clean inside and out.
5. Maintain security of buildings by locking up and setting alarms as necessary.

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 or equivalent

Required Knowledge, Skills and Abilities:

- Valid driver's license and satisfactory driving record
- Completion of and adherence to GRRL's Fleet Safety Program

- Ability to make good judgments about weather conditions, road conditions, and vehicle capacity and make changes in daily route or schedule based on those factors

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

Scope of Relationships (internal): Minimal contact with staff working in the area

Scope of Relationships (external): Minimal external contacts

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is performed primarily on the road in a delivery vehicle with frequent stops at various library locations
- Occasionally operates office and library equipment
- Occasionally moves around the department including loading dock
- Occasionally moves in and out of the vehicle to load and unload it
- Frequently moves to bring library materials in and out of locations
- Frequently moves library books and materials up to 50 pounds
- Frequently moves carts loaded with library materials

Department: Distribution Services/SCPL

Pay Grade: 10

Reports To: Senior Distribution Assistant

FLSA Status: Non-Exempt

Union: General Unit

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 11/15/2016, 07/18/2017, 05/17/2022

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 _____



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.

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. 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 on-line reviews about requested materials.
6. Send notices to patrons or other libraries regarding charges for unreturned materials.

MINIMUM QUALIFICATIONS

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

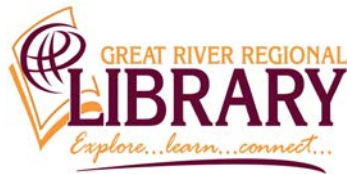
A successful candidate will have:

- 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 or equivalent

Required Knowledge, Skills and Abilities:

- Strong organizational skills with attention to detail



LIBRARY AIDE

JOB SUMMARY

The Library Aide handles incoming library materials and makes them available to patrons.

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. Check in library materials using computer.
2. Empty book drop.
3. Pack and unpack library materials for delivery.
4. Shelve library materials in proper order.
5. Check that library materials are in good condition.
6. Find library materials from shelves for patron requests.

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: None required

Knowledge, Skills and Abilities:

- Strong attention to detail
- Basic computer skills
- Ability to file material in alphabetical and numerical order
- Must be age 16 or older

Complexity of Work: Basic

Budget Responsibility: None

Supervisory Responsibility: None

Supervision Received: Direct

Scope of Relationships (internal): Contact with GRRL staff to share information

Scope of Relationships (external): Minimal external contacts. This is a non-public service position. May respond to general inquiries from patrons, but refers patrons who need professional assistance to patron services staff.

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Occasionally operates office and library equipment
- Frequently positions self to shelve materials from ground level to over 6 feet high
- Frequently moves around the library building
- Frequently moves library books and materials up to 10 pounds
- Occasionally moves bags of library materials up to 50 pounds
- Frequently moves carts loaded with library materials

Department: Branch Libraries

Pay Grade: 6

Reports To: Library Services Coordinator

FLSA Status: Non-Exempt

Union: Non-Union

Date Approved: 01/19/2010

Date of Last Revision: 11/19/2013, 01/20/2015, 08/17/2015, 11/15/2016, 09/19/2017, 05/17/2022

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.

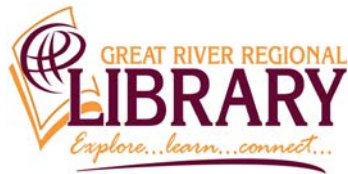
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Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____

Date _____

Printed Name _____



LIBRARY ASSISTANT

JOB SUMMARY

The Library Assistant provides friendly and welcoming service to the public and helps patrons use the library.

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. Help patrons borrow library materials.
2. Register patrons for library cards.
3. Take payments from patrons.
4. Help patrons find the library resources they need.
5. Provide trusted and reliable information to patrons.
6. Create displays and conduct programs that reach diverse patron interests.
7. Keep library materials available and refreshed for patron use.
8. Ensure the library is safe and welcoming by managing the public areas.
9. Assist the public in the use of library computers, printers and with other technology needs.
10. Maintain the confidentiality of patron information.

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:

- 1 year of postsecondary education or equivalent
- Library or customer service experience

Knowledge, Skills and Abilities:

- Excellent interpersonal skills, including building relationships across cultures
- Ability to manage multiple priorities with frequent interruptions
- Strong organizational skills
- Knowledge and ability to help others with computers and technology devices
- Knowledge of research and information gathering techniques
- Ability to respond to emergencies and situations that may be stressful or difficult

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): Extensive contact with the public, occasional contact with law enforcement, outreach with external organizations

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Constantly operates office and library equipment
- Frequently positions self to shelve materials from ground level to over 6 feet high
- Remains in a stationary position for extended periods of time
- Frequently moves around the library building
- Frequently moves library books and materials up to 20 pounds
- Frequently moves carts loaded with library materials
- Constantly communicates with patrons and must be able to exchange accurate information in person, over the telephone and in writing
- May be required to work alone in the library

Department: Branch Libraries

Pay Grade: 16

Reports To: Library Services Coordinator

FLSA Status: Non-Exempt

Union: Non-Union

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 01/20/2015, 03/21/2017, 05/17/2022

ACKNOWLEDGEMENT

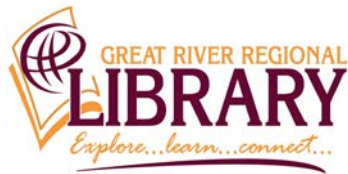
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Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____ Date _____

Printed Name _____



LIBRARY ASSOCIATE

JOB SUMMARY

The Library Associate provides friendly and welcoming service to the public and helps patrons use the library.

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. Help patrons borrow library materials.
2. Register patrons for library cards.
3. Take payments from patrons.
4. Help patrons find the library resources they need.
5. Provide trusted and reliable information to patrons.
6. Create displays and conduct programs that reach diverse patron interests.
7. Keep library materials available and refreshed for patron use.
8. Ensure the library is safe and welcoming by managing the public areas.
9. Assist the public in the use of library computers, printers and with other technology needs.
10. Answer telephone calls on the main switchboard.
11. Reserve meeting and study rooms.
12. Maintain the confidentiality of patron information.

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:

- Associate’s degree or equivalent
- Library or customer service experience

Knowledge, Skills and Abilities:

- Excellent interpersonal skills, including building relationships across cultures
- Ability to manage multiple priorities with frequent interruptions
- Strong organizational skills
- Knowledge and ability to help others with computers and technology devices
- Knowledge of research and information gathering techniques
- Ability to respond to emergencies and situations that may be stressful or difficult

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): Extensive contact with the public, occasional contact with law enforcement, outreach with external organizations

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Constantly operates office and library equipment
- Frequently positions self to shelve materials from ground level to over 6 feet high
- Remains in a stationary position for extended periods of time
- Frequently moves around the library building
- Frequently moves library books and materials up to 20 pounds
- Occasionally moves carts loaded with library materials
- Constantly communicates with patrons and must be able to exchange accurate information in person and over the telephone

Department: Patron and Circulation Services/SCPL
Reports To: Patron Services Coordinator or
 Circulation and Distribution Coordinator

Pay Grade: 16
FLSA Status: Non-Exempt

Union: General Unit

Date Approved: 07/14/2009

Date of Last Revision: 11/19/2013, 09/16/2014, 03/21/2017, 11/17/2020, 05/17/2022

ACKNOWLEDGEMENT

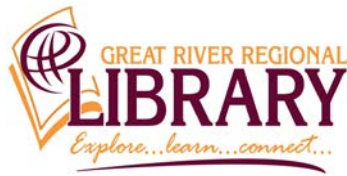
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Employee signature below indicates employee's understanding of the duties and requirements of the position.

Employee _____ Date _____

Printed Name _____



LIBRARY SERVICES COORDINATOR

JOB SUMMARY

The Library Services Coordinator oversees the day-to-day operation of a library including staff work direction, collection management, programming, outreach and patron services. Leads efforts to meet regional strategic goals.

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. Schedule, train, evaluate and coach library staff.
2. Assist with hiring new staff.
3. Provide customer service to patrons.
4. Manage local budget and cash payments.
5. Plan and implement library programs that reach diverse patron interests.
6. Promote the library with community groups.
7. Monitor the library building and work with the city on repairs and maintenance.
8. Track and report on library activities.
9. Manage the library's collection of materials.
10. Build relationships with community partners of the library including local Library Boards, City and elected officials, Friends groups, civic organization and others.
11. Ensure the library is safe and welcoming by managing the public areas.
12. Maintain the confidentiality of information.
13. Enforces library policies and procedures including Data Privacy, the American Library Association's library Bill of Rights, and the Freedom to View, and Freedom to Read policy statements.

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:

- Bachelor's degree or equivalent. Master's degree in Library Science helpful.
- Library or customer service experience with some supervisory experience

Required Knowledge, Skills and Abilities:

Diversity, Equity and Inclusion

- Commitment to promoting and sustaining a positive, equitable, diverse and inclusive workplace culture
- Ability and experience in collaborating with and managing working relationships across a diverse range of individuals and groups

Technical Knowledge

- Demonstrated proficiency with computer software programs including Microsoft Office
- Demonstrated proficiency with technology devices
- Knowledge of research and information gathering techniques

Communication, Interpersonal, and Customer Service

- Exceptional written and oral communication skills
- Ability to develop a variety of community contacts, collaborations and partnerships
- Ability to respond to emergencies and situations that may be stressful or difficult

Leadership and Management

- Ability to plan and assign work
- Ability to develop, train and direct staff and volunteers
- Ability to work without close supervision while managing multiple priorities
- Ability to meet deadlines

Program and Project Development

- Ability to visualize, plan and deliver creative and meaningful library programs and services

Other Abilities

- Ability to travel to headquarters or other locations
- Working environment may include frequent interruptions
- Interest in lifelong learning to stay abreast of new library services and trends

Complexity of Work: Complex

Budget Responsibility: Follows branch budget and reports incoming cash payments

Supervisory Responsibility: Directs the work of Library Assistants, Aides, and volunteers

Supervision Received: General

Scope of Relationships (internal): Contact with staff throughout region to share information. May participate in regional teams and work groups.

Scope of Relationships (external): Regular contact with patrons, community partners and volunteers; participates in City Council meetings, Friends meetings, Library Board meetings; makes presentations to schools and other external groups

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Work is typically done in an office environment
- Frequently operates office and library equipment
- Occasionally positions self to shelve materials from ground level to over 6 feet high
- Remains in a stationary position for extended periods of time
- Frequently moves around the library building
- Frequently moves library books and materials up to 20 pounds
- Occasionally moves carts loaded with library materials
- Frequently communicates with patrons and staff and must be able to exchange accurate information in person, over the telephone and in writing
- May be required to work alone in the library

Department: Patron Services **Pay Grade:** 21
Reports To: Patron Services Supervisor **FLSA Status:** Non-Exempt
Union: Library Services Coordinator Unit
Date Approved: 05/01/2001
Date of Last Revision: 11/19/2013, 01/20/2015, 01/17/2017, 05/17/2022

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: _____



Human Resources Interim Plan and Structure Evaluation

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Review information about Human Resources structure evaluation and transition plan.

BACKGROUND INFORMATION

- Supporting Documents Attached: GRRL Organizational Chart

We are experiencing a major transition in the Human Resources (HR) department due to the retirements of Associate Director – HR Julie Schmitz and HR Generalist Elizabeth Proell in June. In addition, we have a vacancy in the HR Generalist position responsible for payroll. We are in the process of training their replacements, but will need additional support due to the time sensitive nature of the work.

In order to maintain continuity in our operations, we are taking the following steps. This will give us time to evaluate workflows and determine whether the HR and Accounting departments can be combined long term.

I appointed Amy Anderson as interim Associate Director – HR in May. She has agreed to help with the evaluation and serve in this role as needed. She will be responsible for supervising HR staff and operations in addition to her Accounting Coordinator duties.

Distribution Aide Erin Mallo has been promoted to paid intern for the Human Resources Generalist position responsible for payroll.

Julie Schmitz has agreed to a temporary appointment post-retirement. She will work up to two days per week and focus time on training in the areas of payroll, benefits administration, and worker’s compensation.

Administrative Assistant Patty Waletzko has taken on HR tasks related to the Safety & Wellness Team and volunteer management.

We are taking this opportunity to evaluate organizational needs before moving forward with making any permanent job description or structural changes. Proposed changes will be brought forward as we complete evaluation.

FINANCIAL IMPLICATIONS

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

ACTION

- Passed
 Failed
 Tabled

