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Maryville Public Library Policy

Section C: PERSONNEL

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Last reviewed/revised: 2016

Job Description: Library Director

PROFESSIONAL QUALIFICATIONS:

1. College graduate with a graduate degree in Library Science or/
2. College graduate with a major or minor in Library Science or/
3. College graduate with Certification in Library Science or five years of library experience.

Personal qualifications of the Director are important. He or she should meet people well and be interested in them. This person shall be well informed and have a good background in reading and books. Managerial ability is also necessary in the promotion of the activities of the library, supervising the work of the staff, managing the financial affairs of the library and all aspects of library technology. Character references may be requested by the Board.

DUTIES OF THE DIRECTOR:

BOARD

Goal: To advise and inform the Board of Trustees both on the present and future needs of the Library and the legal requirement governing the Library and its administration and to implement Board decisions and policies.

1. Present an annual budget for Board approval which is related to the established goals and objectives.
2. Is present at all Board meetings, reports regularly on the progress of the library, statistical information on the operation of the library and budget expenses and balances.
3. Informs the Board and complies with State and Federal laws and regulations pertaining to public libraries.
4. Recommends and carries out the policies formulated by the Board as well as recommending changes to those policies when necessary.
5. Informs the Board of attendance and participation in professional meetings, workshops and community affairs.

FISCAL

Goal: To administer the budget and make optimal use of library funds to provide library services.

1. Develop a budget based on goals and objectives as stated in the short-and-long-range plans adopted by the Library Board with consideration of monies available.
2. Have budget work completed to meet the fiscal year legal requirement of the City of Maryville and
submits annual reports to appropriate state agencies.
3. Seek grant funding when funds are available.
4. Pays all bills and maintains accurate financial records.

PERSONNEL/STAFF

Goal: To select and administer the necessary staff to fulfill the mission and goals of the Library.

1. Hires, trains, supervises, promotes and dismisses staff and informs Board of such.
2. Recommends salaries to the Board as part of the budgetary process.

LIBRARY SERVICES AND PROGRAMS

Goal: To provide library services and programming according to the Library chosen mission and roles.

1. Provides assistance and guidance for patrons, staff and Board.
2. Directs and supervises all activities and programs which are sponsored by the Library.
3. Develops needs assessments and uses those assessments to determine acquisitions within budget limitations and in accordance with the Library's mission.
4. Informs the Board of new technologies, proposes, and coordinates appropriate enhancements in existing programs and services.
5. Selects and purchases books, non-book materials, equipment and supplies.
6. Effectively communicates the programs and services of the Library to the public using a variety of methods.

FACILITY

Goal: To assess and plan for the provision of adequate facilities and advise Board of same. To maintain the existing facility economically and efficiently.

1. Arrange for the cleaning and maintenance of the interior and exterior of the building.
2. Review all building service agreements and recommend renewal, rebidding or termination.
3. Comply with statutory requirement such as life and safety codes, handicap accessibility, and environmental.
4. Incorporate necessary repairs/replacement of building and equipment into the budget.

ANNUAL LIBRARY GOALS AND OBJECTIVES

Goal: Meet specific time line of the annual goals and objectives assigned to the Director.

Job Description: Assistant Library Director

ESSENTIAL QUALIFICATIONS

1. A minimum of one year of experience working directly with the public.
2. References from at least two work supervisors. A background check is also required.
3. A high school diploma.
4. Verbal and written proficiency in the English Language is required.
5. Competency with desktop computers, frequently used office software applications, and personal electronic devices such as phones is required.
6. Physical Requirements: Must be able to perform all duties listed in C:300 Library Assistant, as well as the duties listed below, with or without reasonable accommodation.

The purpose of this position is to assist the Library Director in sustaining all areas of physical and virtual library operations, providing continuity of service to the public, and supporting the mission, goals, and objectives of Maryville Public Library.

Essential duties:

1. To assist the Director in monitoring and maintaining Library property, equipment, and software; and communicating with local support firms regarding maintenance as needed. Some janitorial duties will be included.
2. To assist the Library Director in promoting excellent customer service to the public in line with library policies, both directly and through supporting trained staff and volunteers. This job entails all duties listed in *C:300: Library Assistant*.
3. To perform technical services related to processing and cataloging books and other library materials.
4. To coordinate and promote the Library's homebound book delivery service.
5. To help the Director in meeting State, Federal, and local requirements in reporting.
6. To assist the Director in performing bookkeeping tasks in line with accounting standards set by GASB.
7. To manage Interlibrary Loan processes and serve as the main contact for that service.
8. To coordinate and supervise volunteer work related to collection maintenance, book sales, and other activities.
9. To support library goals and objectives by working with staff and local partners to plan, promote, and implement library programs, services, and events.
10. To perform other duties as needed.
11. This position requires an onsite presence an average of 40 hours a week, 52 weeks a year, excluding Paid Time Off, medical, FMLA, or bereavement leave. Work hours are generally weekdays, but some evening and weekend hours may be required.

Job Description: Youth Services Coordinator

QUALIFICATIONS

1. Must hold a bachelor's degree. A degree in early childhood education or elementary education is preferred, but other degree holders with relevant training and experience will be considered.
2. Verbal and written proficiency in the English language is required.
3. Experience working with children in a professional setting is required.
4. At least one year of experience in a job or volunteer position where the candidate worked with the public is required.
5. Technology/computer knowledge is essential. Proficiency in current hardware and software necessary for effective communications, patron service, marketing, research, and presentations.
6. Physical Requirements: Must be able to work on feet for up to four hours of time; lift and carry up to 40lbs.; push and pull up to 120 lbs. using the proper equipment; climb step stools and ladders; reach and place books on all library shelves; set up, break down, and carry folding tables, chairs, and book carts; and work outside during moderately inclement weather. Must have a valid driver's license, and own a reliable personal vehicle, and the abilities needed to lead and carry out community outreach activities and attend meetings and training opportunities. Must be able to tolerate some dust and the air quality associated with working in an older building with books and other library materials.
7. Knowledge of library procedures and public relations is helpful.

DUTIES OF THE YOUTH SERVICES COORDINATOR

1. Works with Library Director and other community leaders in identifying the literacy and learning needs of Maryville children ages birth to 17. Early literacy activities aimed at children ages birth to six are a top priority at this time. Works with Library Director and library staff to plan and implement library and outreach activities aimed at meeting those needs within the scope of the library's mission
2. Works directly with parents and children in setting and meeting reading and learning goals. May be assigned to children's collection development duties for both physical and digital formats. Chooses materials in accordance with the American Library Association's Library Bill of Rights and Freedom to Read statement. Continuously researches children's literature, best practices in learning outcomes, current education trends, and the popular culture of children. Researches and responds to the early literacy information needs of parents, caregivers, teachers, and library staff.

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3. Serves as liaison between the public library and area educators. Works with the Director to identify and maintain mutually beneficial partnerships between the library and area schools and organizations. Serves as community expert in early literacy and children's resources. Trains and leads students and volunteers in the community.
4. Performs front desk duties when needed. Provides a welcome atmosphere for library patrons of all ages and backgrounds. Assists library patrons at the circulation desk with choosing and locating materials, check in/ check out, renewing loans, and in using library hardware and software. Collects overdue fines, and copy/printout/fax fees. Enforces library policy. Models appropriate library behavior.
5. Assists in keeping public areas and library property clean, safe, and attractive. This includes all library property inside and outside of the building. (Performs housekeeping such as wiping tables and computer equipment, cleaning book covers, changing bathroom supplies, emptying garbage/recycling, and collecting trash left outside the building.) Cleaning public restrooms after patron use is occasionally required. May be assigned to be in charge of maintaining particular areas of the library.
6. Assists other staff members when needed. Acts as a substitute for staff in charge of activities for children ages birth through 17 when necessary. Contributes in a positive way to team morale.

SECONDARY DUTIES

1. May be required to train and supervise library volunteers and/or library front desk clerks.
2. Assists the Director in representing the library at meetings and community events.
3. Assists with special projects as needed.

Ability to work with others and the general public: The employee's job is interdependent among other library job categories. The employee also has a great degree of direct contact with library patrons. Therefore, it is essential that individual who works in this position have the ability to work and interact in a cooperative, pleasant, and constructive manner with others.

This job description is not intended to be all inclusive; employee may be required to perform other related duties as required to meet the ongoing needs of the library.

All job offers are contingent on successful completion of a criminal background check and employment verification process.

Job Description: Library Assistant (Patron Services)

QUALIFICATIONS

1. Must be a high school graduate; a minimum of two years of college completed is preferred.
2. Verbal and written proficiency in the English language is required.
3. At least one year of experience in a job or volunteer position where the candidate worked with the public is required.
4. Technology/computer knowledge is essential. Proficiency with computers, basic Microsoft Office applications and a willingness to learn new technology on a regular basis is required.
5. Physical Requirements: Must be able to stand for long periods of time, lift and carry up to 30lbs., push and pull up to 120 lbs. using the proper equipment, climb step stools and ladders, reach and place books on all library shelves, and walk outside during moderately inclement weather.
6. Knowledge of library procedures and public relations is helpful.

PRIMARY DUTIES

1. Provides a welcome atmosphere for library patrons of all ages and backgrounds. Assists library patrons at the circulation desk with choosing and locating materials, check in/check out, renewing loans, and in using library technology. Collects overdue fines, and copy/printout/fax fees. Calls patrons who have items reserved or overdue.
2. Shelves library materials appropriately. Assists in maintaining an orderly library. Library Assistants may be assigned specific areas to maintain.
3. Assists in keeping public areas and library property clean, safe, and attractive. This includes all library property inside and outside of the building. (Performs housekeeping such as wiping tables and computer equipment, cleaning book covers, changing bathroom supplies, emptying garbage/recycling, and collecting trash left outside the building.) Cleaning public restrooms after patron use is occasionally required.
4. Assists other staff members when needed. Contributes in a positive way to team morale.
5. All Library Assistants are required to be available to work some weekend hours, and are required to work a minimum of 10 hours a week, on average, to cover the library service desk. Temporary exceptions may be made for medical reasons.

SECONDARY DUTIES

1. Assists with materials processing and cataloging if needed.
2. Helps plan, setup, host, and clean up for library events.
3. Keeps knowledge of library resources and technology up to date and accurate.
4. May be required to train and oversee work by library volunteers and/or library front desk clerks.
5. Assists with special projects as needed.

Job Description: Library Clerk

JOB SUMMARY

Provides general patron assistance in the library. Shelves library materials, performs light housekeeping duties, assists with setup/breakdown of special events.

QUALIFICATIONS

Experience: At least 1 year of experience in a job or volunteer position where the candidate worked with the public. Must be comfortable working with computers, proficient in basic Microsoft Office applications such as Word, and willing to learn new technology on a regular basis.

Education: Verbal and written proficiency in the English language.

Physical Requirements: Must be able to stand for long periods of time, lift and carry up to 30 lbs., push and pull up to 120 lbs. using the proper equipment, climb step stools and ladders, reach and place books on all library shelves, and walk outside during moderately inclement weather.

PRIMARY DUTIES

Provides a welcome environment for the public and for fellow staff members.

Checks books in and out using library's automation system.

Assists library patrons with using public computers, Wifi, copy machine, e-book lending, and books.

Collects overdue fines, and copy/printout/fax fees. Calls patrons with reserved items. Calls patrons with overdue items.

Performs housekeeping such as wiping tables and computer equipment, cleaning book covers, changing bathroom supplies, emptying garbage/recycling, and picking up trash outside. Cleaning bathroom after patron use is occasionally required. Mends books as needed.