

**\*\*\*ATTACHMENTS\*\*\***

# Mead Public Library

## Position Description

April 2017

### POSITION INFORMATION

Title: Support Services Library Assistant

Reports to: Support Services Manager

Pay Grade: 3

FLSA Status: Non-Exempt

### PURPOSE OF POSITION

The purpose of this position is to work as part of a team to update and maintain the library's bibliographic and item records in the System-shared database. This position may also provide direct Interlibrary Loan customer service. Work is performed under the direction of the Support Services Manager.

### ESSENTIAL FUNCTIONS

- Performs general day to day duties associated with various services which include but are not limited to:
  - Bibliographic database entry and maintenance
  - Collection ordering, receiving, processing and mending
  - Contacts vendors
  - Prepares invoices for payment
  - Interlibrary loan and collection distribution systems
  - Processes and distributes mail and other deliveries
  - Generates, compiles and distributes a variety of reports and statistics
  - Performs or directs routine inventory duties
- Conducts service interviews to link customer needs with services and resources
- Provides input to managers in the improvement of library policies, plans and goals
- May make library purchases and/or assist in the weeding process
- May offer technology training to others
- Attends library related conferences and workshops
- Handles materials and supplies according to MSDS guidelines
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
- Performs other related work as assigned by the Director or Manager
- Performs duties independently with minimum supervision

## **KNOWLEDGE AND ABILITIES**

- Basic knowledge of library services and procedures
- Ability to employ appropriate techniques to meet service needs
- Resilient to changes in the library profession
- Ability to develop and maintain constructive relationships with staff and public
- Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

## **PHYSICAL DEMANDS OF THE POSITION**

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Handling: processing, picking up and shelving library materials
- Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: travel to meetings outside the library

## **MENTAL REQUIREMENTS**

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information
- Ability to perform work in response to general, outcome based directives
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines

## **ENVIRONMENTAL WORKING CONDITIONS**

- Inside and outside work environment
- Flexible work hours including evenings and weekends
- Out-of-town overnight situations may exist

## **EQUIPMENT USED**



# Mead Public Library

## Position Description

July 2014 April 2017

### POSITION INFORMATION

Title: Library Assistant I, II, III

Reports to: Public Service Manager/Support Services Manager

City Pay Grade: 3-5 1

FLSA Status: Non-Exempt

### PURPOSE OF POSITION

The purpose of this position is to work as part of a team to reach the organization's stated goals and objectives for the entire Mead Public Library public services effort. Libraries Assistants may be asked to perform multiple, distinct roles and share tasks within their teams, so individuals in these positions must be comfortable with change and be team players. Work is performed under the direction of the Public Services Manager or the Support Services Manager.

### ESSENTIAL FUNCTIONS

- Performs general day to day duties associated with various services which include but are not limited to:
  - Collection ordering, receiving, processing and mending
  - Circulation of library collections
  - Bibliographic and customer database entry and maintenance
  - Reader's advisory, reference, and limited research services
  - Routine indexing and bibliography compilation
  - Library related reading programs, events and story telling
  - Interlibrary loan and collection distribution systems
  - Handles/counts cash and performs cash transactions
  - Processes and distributes mail and other deliveries
  - Prepares invoices for payment
  - Handles bookings for the meeting rooms
- Conducts service interviews to link customer needs with services and resources
- Provides input to managers in the improvement of library policies, plans and goals
- May make library purchases and/or assist in the weeding process
- May offer technology training to others
- Attends library related conferences and workshops

- Handles materials and supplies according to MSDS guidelines
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
- Performs other related work as assigned by the Director or Manager
- Library Assistant I - Performs duties with supervision
- Library Assistant II - Performs duties independently with general supervision
- Library Assistant III - Performs duties independently with minimum supervision

### **KNOWLEDGE AND ABILITIES**

- Basic knowledge of library services and procedures
- Ability to employ appropriate techniques to meet service needs
- Resilient to changes in the library profession
- Ability to develop and maintain constructive relationships with staff and public
- Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

### **PHYSICAL DEMANDS OF THE POSITION**

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Handling: processing, picking up and shelving library materials
- Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: travel to meetings outside the library

### **MENTAL REQUIREMENTS**

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information
- Ability to perform work in response to general, outcome based directives
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines

## ENVIRONMENTAL WORKING CONDITIONS

- Inside and outside work environment
- Flexible work hours including evenings and weekends
- Out-of-town overnight situations may exist

## EQUIPMENT USED

- Standard general office machines
- Materials processing, handling and repair tools
- Personal computers, laptops, tablets and peripherals
- Library automation equipment

## EDUCATION AND EXPERIENCE

- High School diploma or GED
- Three to five years library or related experience

The supervisor has discussed the job expectations listed on the job description and given a signed copy of the document to the employee.

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Employee Signature

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Date

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Supervisor Signature

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Date

# Mead Public Library

## Position Description

Rev. ~~May 2014~~ April 2017

### POSITION INFORMATION

Title: Maintenance Technician-I

Reports to: ~~Chief Maintenance Technician~~ Maintenance Supervisor

City Pay Grade: 3 2

FLSA Status: Non-Exempt

### PURPOSE OF POSITION

- The primary purpose of this position is to assist the Maintenance Supervisor with the upkeep and repair of the library building, equipment and grounds; and the cleaning of the library

### ESSENTIAL JOB DUTIES

- Performs duties independently with minimum supervision
- Performs general day to day duties with associated library staff or vendor staff which include but are not limited to:
  - Wash, dust, vacuum and clean Library facility and furniture
  - Clean restrooms and maintain supplies
  - Maintain interior and exterior plants, shrubbery and holiday decorations
  - Dispose of trash and recycle applicable materials
  - Set up meeting rooms for programs and activities
  - Oversee or assist with snow removal
  - Receive and retrieve Library materials and supplies
  - Operate and maintain Library security systems and HVAC systems
  - Handle and transport cash
- May contact vendors as needed to ensure robust library services
- May make purchases on behalf of the library
- Provides customer service and assistance in the use of Library services
- Acts as resource for administration in regards to facilities management
- Provides input to Support Services Manager and Director in the development of Library policies, plans, and goals
- Reports Library safety and security matters to Library Management
- Handles materials and supplies according to MSDS guidelines
- Provides emergency duties and resources as needed in times of a City emergency in

- conjunction with the Director and in accordance with the City's emergency plan
- Performs other related work as assigned by the Director or Manager

### **KNOWLEDGE AND ABILITIES**

- Considerable knowledge of modern library maintenance services and procedures
- Ability to employ appropriate techniques to meet service needs
- Ability to adapt to changes in the library profession
- Ability to interact well with co-workers and public
- Ability to utilize technology as required

### **PHYSICAL DEMANDS OF THE POSITION**

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 75 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Handling: processing, picking up and shelving library materials
- Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: travel to meetings outside the library

### **MENTAL REQUIREMENTS**

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information
- Ability to Comprehend and Follow Instructions: effectively follow instructions from supervisor, verbally and in written form
- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines

### **ENVIRONMENTAL WORKING CONDITIONS**



# Mead Public Library

## Position Description

July 2014 April 2017

### POSITION INFORMATION

Title: Librarian I, II

Reports to: Public Services Manager

City Pay Grade: 9-10-6

FLSA Status: Exempt (full-time)

Non-Exempt (part-time)

### PURPOSE OF POSITION

The purpose of this position is to lead and mentor other library employees in order to achieve the organization's goals and objectives for the entire Mead Public Library public services effort. These positions will act often work as specialists using their expertise to: lead teams, mentor staff, oversee projects, teach technology classes, monitor the procurement and weeding of the library collections, coordinate programs and events and locate specialized information and resources. These individuals should be seen as experts, leaders and role models in providing top notch library service to the community. Work is performed under the direction of the Public Services Manager.

### ESSENTIAL FUNCTIONS

- Mentors other staff on library's mission, vision, policy, procedure, event planning, collection development and proper customer service techniques
- Works closely with the management team to improve the overall efficiency, effectiveness and value of all library services and resources
- Leads ad hoc teams or projects
- Researches trends and innovation in library services
- Monitors local library statistics and makes recommendations to management for improvements
- Provides customer service and assistance in the use of library services, including reader's advisory and reference services
- Plans, coordinates and presents programs and events
- Serves as library representative on various community committees
- Assists manager in the development of library policies, plans and goals

- Coordinates, develops and presents library training to staff and public
- Reports safety and security matters to management or maintenance staff
- Oversee library collections procurement and weeding process
- Attends library related conferences and workshops
- Handles materials and supplies according to MSDS guidelines
- Provides emergency duties and resources as needed in times of a City emergency in conjunction with the Director and in accordance with City's emergency plan
- Performs other related work as assigned by the Director or Manager
- Librarian I - Performs duties independently with general supervision
- Librarian II - Performs duties independently with minimum supervision

### **KNOWLEDGE AND ABILITIES**

- Basic knowledge of library services and procedures
- Ability to employ appropriate techniques to meet service needs
- Resilient to changes in the library profession
- Ability to develop and maintain constructive relationships with staff and public
- Ability and willingness to learn, adaptability to new technologies, flexibility when faced with changing situation, ability to work in an ambiguous environment

### **PHYSICAL DEMANDS OF THE POSITION**

- Sitting, standing, walking, climbing and stooping
- Bending, twisting and reaching
- Talking and hearing; use of the telephone
- Far vision at 20 feet or further; near vision at 20 inches or less
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects on wheels weighing 60-100 pounds
- Handling: processing, picking up and shelving library materials
- Fingering: typing, keyboarding, writing, filing, sorting, shelving and processing
- Mobility: travel to meetings outside the library

### **MENTAL REQUIREMENTS**

- Communication Skills: effectively communicate ideas and information both in written and oral form
- Reading Ability: effectively read and understand written information
- Ability to perform work in response to general, outcome based directives

- Mathematical Ability: calculate basic arithmetic problems (addition, subtraction, multiplication, division)
- Time Management: set priorities in order to meet assignment deadlines

### **ENVIRONMENTAL WORKING CONDITIONS**

- Inside and outside work environment
- Flexible work hours including evenings and weekends
- Out-of-town overnight situations may exist

### **EQUIPMENT USED**

- Standard general office machines
- Materials processing, handling and repair tools
- Personal computers, laptops, tablets and peripherals
- Library automation equipment

### **EDUCATION AND EXPERIENCE**

- Master of Library Science from an American Library Association accredited library school or equivalent
- Two years of experience in a public library or equivalent relevant experience

The supervisor has discussed the job expectations listed on the job description and given a signed copy of the document to the employee.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date



**2017 Mead Public Library Table of Organization**  
**Citizens of the City of Sheboygan**  
**Mayor and Common Council**  
**Library Board of Trustees ( 10 )**

<b>1.00</b>	<b>Library Director</b>
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<b>1.00</b>	Business Manager
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<b>1.00</b>	Communications Specialist
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<b>1.00</b>	Administrative Assistant
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<b>1.00</b>	<b>Public Services Manager</b>
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<b>4.75</b>	Librarian I
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<b>2.00</b>	Librarian II
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<b>5.75</b>	Library Assistant I
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<b>1.00</b>	Library Assistant II
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<b>2.00</b>	Library Assistant III
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<b>1.00</b>	<b>Support Services Manager</b>
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<b>1.00</b>	Information Technology Specialist
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<b>3.00</b>	Library Assistant III
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<b>1.00</b>	Maintenance Supervisor
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<b>1.00</b>	Maintenance Technician I
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<b>1.50</b>	Cleaner
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<b>1.00</b>	Page Supervisor
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<b>9.50</b>	Page
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**FTE BY TEAM**

4.00	Administration
16.50	Public Services
19.00	Support Services
<b>39.50</b>	<b>Total</b>

**FTE BY YEAR**

39.50	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

**TOTAL NUMBER OF EMPLOYEES**

4.00	Full-time Administration
13.00	Full-time Public Services
6.00	Part-time Public Services
8.00	Full-time Support Services
22.00	Part-time Support Services
<b>53.00</b>	<b>2017 Total</b>

Revised Date: 8/8/2016
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Board Approved Date: 8/25/2016
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**2016 Mead Public Library Table of Organization**  
**Citizens of the City of Sheboygan**  
**Mayor and Common Council**  
**Library Board of Trustees ( 10 )**

<b>1.00</b>	<b>Library Director</b>
<b>1.00</b>	Business Manager
<b>1.00</b>	Public Information Specialist II
<b>1.00</b>	Administrative Assistant
<b>1.00</b>	<b>Public Services Manager</b>
	<b>4.75</b> Librarian I
	<b>2.00</b> Librarian II
	<b>5.75</b> Library Assistant I
	<b>1.00</b> Library Assistant II
	<b>2.00</b> Library Assistant III
<b>1.00</b>	<b>Support Services Manager</b>
	<b>1.00</b> Information Technology Specialist
	<b>3.00</b> Library Assistant III
	<b>1.00</b> Maintenance Supervisor
	<b>1.00</b> Maintenance Technician I
	<b>1.50</b> Cleaner Part-Time
	<b>1.00</b> Page Supervisor
	<b>9.50</b> Page - Part time

**FTE BY TEAM**

4.00	Administration
16.50	Public Services
19.00	Support Services
<b>39.50</b>	<b>Total</b>

**FTE BY YEAR**

41.00	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013

Revised Date: 6/30/2016

Board Approved Date:

**2015 Mead Public Library Table of Organization**  
**Citizens of the City of Sheboygan**  
**Mayor and Common Council**  
**Library Board of Trustees ( 10 )**

<b>1.00</b>	<b>Library Director</b>
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<b>1.00</b>	Business Manager
<b>1.00</b>	Public Information Specialist II
<b>1.00</b>	Administrative Assistant

**FTE BY TEAM**

4.00	Administration
15.00	Public Services
16.44	Support Services
<b>35.44</b>	<b>Total</b>

**FTE BY YEAR**

35.44	2015 Projected
37.63	2014
43.19	2013

<b>1.00</b>	<b>Public Services Manager</b>
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<b>4.75</b>	Librarian I
<b>2.00</b>	Librarian II
<b>4.50</b>	Library Assistant I
<b>1.75</b>	Library Assistant II
<b>1.00</b>	Library Assistant III

Revised Date:	3/20/15
Board Approved Date:	3/19/2015

<b>1.00</b>	<b>Support Services Manager</b>
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<b>1.00</b>	Information Technology Specialist
<b>3.00</b>	Library Assistant III
<b>1.00</b>	Maintenance Supervisor
<b>1.00</b>	Maintenance Technician I
<b>1.00</b>	Page Supervisor
<b>8.44</b>	Page - Part time



**2017 Mead Public Library Table of Organization**  
**Citizens of the City of Sheboygan**  
**Mayor and Common Council**  
**Library Board of Trustees ( 10 )**

<b>1.00</b>	<b>Library Director</b>
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<b>1.00</b>	Business Manager
<b>1.00</b>	Communications Specialist
<b>1.00</b>	Administrative Assistant

<b>1.00</b>	<b>Public Services Manager</b>
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<b>6.75</b>	Librarian
<b>8.75</b>	Library Assistant

<b>1.00</b>	<b>Support Services Manager</b>
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<b>1.00</b>	Information Technology Specialist
<b>3.00</b>	Support Services Library Assistant
<b>1.00</b>	Maintenance Supervisor
<b>1.00</b>	Maintenance Technician
<b>1.50</b>	Cleaner
<b>1.00</b>	Page Supervisor
<b>9.50</b>	Page

**FTE BY TEAM**

4.00	Administration
16.50	Public Services
19.00	Support Services
<b>39.50</b>	<b>Total</b>

**FTE BY YEAR**

39.50	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013
43.20	2011 - 2012
45.35	2010 - 2007

**TOTAL NUMBER OF EMPLOYEES**

4.00	Full-time Administration
13.00	Full-time Public Services
6.00	Part-time Public Services
8.00	Full-time Support Services
22.00	Part-time Support Services
<b>53.00</b>	<b>2017 Total</b>

Revised Date: 4/18/2017
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Board Approved Date:
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**2016 Mead Public Library Table of Organization**  
**Citizens of the City of Sheboygan**  
**Mayor and Common Council**  
**Library Board of Trustees ( 10 )**

**1.00 Library Director**

1.00 Business Manager

1.00 Public Information Specialist II

1.00 Administrative Assistant

**1.00 Public Services Manager**

4.75 Librarian I

2.00 Librarian II

5.75 Library Assistant I

1.00 Library Assistant II

2.00 Library Assistant III

**1.00 Support Services Manager**

1.00 Information Technology Specialist

3.00 Library Assistant III

1.00 Maintenance Supervisor

1.00 Maintenance Technician I

1.50 Cleaner Part-Time

1.00 Page Supervisor

9.50 Page - Part time

**FTE BY TEAM**

4.00	Administration
16.50	Public Services
19.00	Support Services
<b>39.50</b>	<b>Total</b>

**FTE BY YEAR**

41.00	2017
39.50	2016
35.44	2015
37.63	2014
43.19	2013

Revised Date: 6/30/2016  
Board Approved Date:

**2015 Mead Public Library Table of Organization**  
**Citizens of the City of Sheboygan**  
**Mayor and Common Council**  
**Library Board of Trustees ( 10 )**

<b>1.00</b>	<b>Library Director</b>
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**FTE BY TEAM**

4.00	Administration
15.00	Public Services
16.44	Support Services
<b>35.44</b>	<b>Total</b>

<b>1.00</b>	Business Manager
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<b>1.00</b>	Public Information Specialist
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<b>1.00</b>	Administrative Assistant
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**FTE BY YEAR**

35.44	2015 Projected
37.63	2014
43.19	2013

<b>1.00</b>	<b>Public Services Manager</b>
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<b>4.75</b>	Librarian I
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<b>2.00</b>	Librarian II
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<b>4.50</b>	Library Assistant I
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<b>1.75</b>	Library Assistant II
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<b>1.00</b>	Library Assistant III
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Revised Date:	3/20/15
Board Approved Dat	#####

<b>1.00</b>	<b>Support Services Manager</b>
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<b>1.00</b>	Information Technology Specialist
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<b>3.00</b>	Library Assistant III
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<b>1.00</b>	Maintenance Supervisor
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<b>1.00</b>	Maintenance Technician I
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<b>1.00</b>	Page Supervisor
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<b>8.44</b>	Page - Part time
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