



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

Library Board of Trustees Personnel Committee Meeting
Tuesday, September 14, 2010, 6:30 p.m.
St. Cloud Public Library

1. Call to Order
2. Adoption/Amendment of Agenda
3. Approval of Minutes from July 13, 2010, Personnel Committee Meeting
4. Annual Review/Updates/Corrections to Positions Description (**Requested Action – Approve**)
5. Annual Review/Updates/Corrections to Physical Demands (**Requested Action – Approve**)
6. Letter concerning Health Care Savings Plan (HCSP) and a verbal Update
7. Next Meeting – November 16, 2010 at **6:30 p.m.**
8. Adjournment

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
July 13, 2010**

A meeting of the Great River Regional Library (GRRL) Personnel Committee was held Tuesday, July 13, 2010. The meeting was called to order at 6:33 p.m. by Robert Hare.

<u>Members Present:</u>	<u>Members Excused:</u>	<u>GRRL Staff Present:</u>	<u>GRRL Staff Excused:</u>
Robert Hare	Bernice Berns	Brandi Canter	
Louise Kuester	Pat Sawatzke	Mic Golden	
Gerald Ruda		Sunny Hesse	
Vince Schaefer		Janie LaBree	
		Michele Monson	
		John Pepper	
		Karen Pundsack	
		Jay Roos	
		Kirsty Smith	
		Linda Treb	
		Patricia Waletzko	

APPROVAL OF AGENDA

Gerald Ruda moved to approve the agenda. Motion seconded by Vince Schaefer and carried unanimously.

APPROVAL OF MINUTES

Vince Schaefer moved to approve the June 15, 2010, Personnel Committee minutes. Motion seconded by Gerald Ruda and carried unanimously.

POLICY UPDATES

Due to legal compliance with the Minnesota State Retirement System and IRS regulations, the following policies have been revised or created and will be effective October 10, 2010:

4F. Insurance and Retirement Benefits - revised

4H.2 Deferred Compensation Plan - revised

4H.3 Health Care Savings Plan – new policy

Louise Kuester made a motion to approve the above policies with a change to Policy 4H.3, paragraph one, last sentence, so that it reads "...previous listed choices 1-6 in 4F. Insurance..." Seconded by Gerald Ruda, the motion carried unanimously.

NEXT MEETING

The Great River Regional Library Board of Trustees announced that the September 14, 2010, Personnel Committee Meeting will take place at 6:30 p.m. in the Mississippi Room at the St. Cloud Public Library.

ADJOURNMENT

Gerald Ruda moved to adjourn the meeting at 6:48 p.m. Seconded by Vince Schaefer, the motion carried unanimously.

Personnel Committee Chair

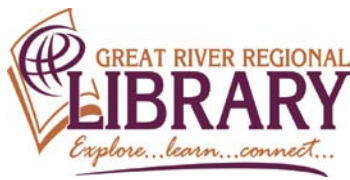
Position Descriptions included here:

Director
Regional Coordinator Collection Development
Regional Coordinator Communications and Fund Development
Regional Coordinator Finance
Regional Coordinator Human Resources
Regional Coordinator Information Technology
Regional Coordinator Patron Services
Adult Services Specialist
Technical Services Specialist
Librarian-Technical Services
Communications and Fund Development Generalist
Finance Generalist
Human Resources Generalist
Library Assistant 2-Circulation
Library Assistant 2-Inter-Library Loan
Library Assistant 2-Technical Services
Acquisitions Assistant-Collection Development
Administrative Assistant
Finance Assistant
Human Resources Assistant
Library Assistant 1-Circulation
Collection Development Assistant
Inter-Library Loan Assistant
Clerk 2-Communications and Fund Development
Clerk 2-Technical Services
Driver
Library Aide-Circulation
Library Aide-Distribution
Library Aide-Technical Services

In addition to approval of the listed Position Descriptions, we also request approval to update all Position Descriptions by reformatting the Revised Date on all forms to state:

Date of Last Revision: last two revision dates (i.e. 1/19/10, 9/14/10)

This change would be to reduce the long list of all the revision dates that have ever occurred.



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification: Director
Department/Location: Institutional Services
Range: 17
Reports to: Great River Regional Library Board of Trustees
Status: Exempt
Date Approved: 5/30/00
Date Revised: 9/11/01, 09/27/05, 01/19/10, 09/14/10

Position Summary:

Under general direction of the Great River Regional Library Board of Trustees, the position of Director plans, organizes, directs, evaluates and reviews the library's resources, services and programs. The Director also interprets library resources, services and programs to the regional library board, governmental authorities and citizens.

Education/Experience:

Master's degree in Library Science from an American Library Association accredited college or university.

At least eight years of public library experience including significant administrative responsibility. Experience working with a board of trustees.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Serves the library in a leadership capacity to move the region's services forward, anticipates future needs, as well as to respond to current trends.	Ongoing
2. Plans, organizes and directs all activities concerned with the administration and operation of the regional library system. <ul style="list-style-type: none"> a. Makes policy and budget recommendations to the regional library board and serves as a non-voting executive officer at all board and committee meetings. Reports to the board on library needs and operation on a regular basis. b. Provides the board with an appropriate strategic planning process and implements an ongoing process of reviewing the development of library services and programs in response to changing needs or conditions. c. Develops system wide policies and procedures for library operations. d. Administers expenditure of all regionally held funds committed for library services and operations. Develops, prepares and presents the annual budget proposal for board authorization. Provides periodic budget status reports and enforces provisions of the adopted budget. e. Exercises final authority for all recruitment, hiring and dismissal actions for library staff. 	75%
3. Oversees teamwork and collaboration efforts throughout the regional system. <ul style="list-style-type: none"> a. Communicates regularly with all staff and seeks input and/or feedback to 	

	<p><u>improve library services throughout the region.</u></p> <p><u>b. Works actively with staff to resolve conflicts and promote positive teamwork.</u></p>	
3-4.	Represents the library in state and national professional associations and at conferences. Stays informed on new developments affecting library operations, services and programs and assesses advisability and feasibility of implementation strategies.	5%
4.	Oversees advice to local boards and governmental authorities on a variety of library issues including local library board operations, building improvements, site selection, programming, etc. Oversees release of information regarding status of pending local, state and federal legislation affecting library operations. Represents the library concerning governmental regulations and funding at local, state and federal levels.	5%
5.	Insures GRRL's interests are represented with the State of Minnesota by participating in various meetings such as those conducted by State Library Services & School Technology, the Council of Regional Public Library System Administrators, Central Minnesota Libraries Exchange and other appropriate local, county, state and federal agencies.	5%
6.	<p>Other essential duties include but are not limited to the following:</p> <ul style="list-style-type: none"> a. Conducts staff meetings communicating the library's vision, mission, philosophy, goals and objectives to library staff. Ensures that these goals are executed by staff. b. Supervises preparation and distribution of statistical reports outlining library services and operations. Interprets and analyzes those reports and uses that analysis to develop goals and objectives for Board consideration. c. Provides needed reports, planning documents, program applications and other documentation to board members and state and federal program officials. d. Represents GRRL to the media. <u>e. Maintains awareness of and pursues grant opportunities and other innovative sources of income.</u> <u>e-f. People management system(s) oversight</u> 	10%

Non-Essential Job Duties:

1. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in the field of library science.

Qualifications:

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

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

2. Demonstrated administrative skills sufficient to manage the operation of a 32-branch library system.
3. Ability to lead administrative staff in long and short range planning to assist GRRL in fulfilling its stated mission. Knowledge of management techniques to plan and coordinate the work of approximately 280 employees to provide high quality library services.
4. Financial planning and management skills necessary to oversee the createcreation, development and management of a large and complex annual operating budget.
5. Ability to create with the library board a philosophy supporting regional library services and interpersonal skills sufficient to effectively relate this to the general public, staff, and legislative and governmental bodies.
6. Ability to develop and write policies and procedures and secure board support to implement them.
7. Comprehensive knowledge of professional library principles, methods, techniques, materials and procedures.
8. Comprehensive knowledge of automation, telecommunication and library technologies.
9. Ability to travel frequently with overnight stays. Minnesota driver's license required.
10. Comprehensive knowledge of laws and regulations relating to library operations.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demand Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform.

Acceptance Statement:

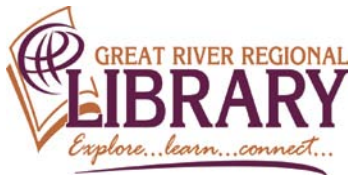
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Director at GRRL and, if employed, I certify that I can and will perform the essential and non-essential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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification: Regional Coordinator- Collection Development

Department/Location: Institutional Services/Headquarters **Career Ladder:**

Range: 12 **Other Range 12 positions**

Reports to: Director **Director**

Status: Exempt

Date Approved: 7-14-09

Date Revised: 01-19-10, 9-14-10

Position Summary:

Under general supervision, the position of Collection Development Coordinator exists to oversee collection development, collection maintenance and collection distribution for the Great River Regional Library system, to oversee the work of distribution, technical services, acquisitions and inter-library loan and to serve as liaison with GRRL administration and other GRRL departments.

Education/Experience:

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

At least four years of library experience including two years supervisory experience or equivalent in the area of service. Public library experience preferred.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
<p><u>1.</u> Serves the library in a leadership capacity to move the region's services forward, anticipate future needs, as well as to respond to current trends.</p> <p><u>a.</u> <u>Special Projects as assigned by the director.</u></p> <p><u>b.</u> <u>Handles emergency situations that may develop anywhere in the region.</u></p> <p><u>a-c.</u> <u>Assumes acting director role, as assigned.</u></p>	Ongoing
<p>1.<u>2.</u> Supervises all functions related to collection development and distribution to enable GRRL to build, maintain and distribute materials in the most effective and efficient manner to ensure that the needs of library customers are filled.</p> <p>a. Oversees the budget for all library materials, leads the Collection Development Team to ensure the library's collection is developed in compliance with GRRL's material selection policy and builds a collection that is responsive to the public. Reviews GRRL's materials selection policy on an on-going basis and makes recommendations on changes and updates to GRRL administration.</p> <p>b. Trains, supervises and evaluates the Collection Development Assistant, Technical Services Specialist, Distribution Supervisor, Acquisitions Assistant and Interlibrary Loan staff to maintain a well trained, well informed and effective staff.</p> <p>c. Analyzes use patterns and customer requests to maintain collections at each library that best serve the needs of individual communities. Develops procedures to ensure that materials are being routed to libraries in the</p>	75

<p>most effective manner.</p> <p>d. Oversees title requests, holds lists, cancelled orders and materials with inactive statuses following appropriate procedures to expedite the filling of customer requests and maintaining an accurate public access catalog.</p> <p>e. Develops collection maintenance policies and procedures and trains staff in effective maintenance methods.</p> <p>f. Coordinates the procedures related to gifts of money for library materials and the procedures related to donated materials. Maintains awareness of and pursues grant opportunities and other innovative sources of income.</p> <p>g. Works with other staff and non-staff, to create ongoing training opportunities in the provision of collection development and distribution services to insure a well trained staff throughout the region.</p> <p>j. Is responsible for web page content that will effectively communicate the collection development and distribution policies and procedures both internally and externally.</p> <p>k. Evaluates the delivery of regional library services and functions through the use of statistical analyses and/or other staffing/management-by-results statistics.</p> <p>l. Oversees vehicle purchases.</p> <p>m. Oversees evaluation of electronic resources and makes decisions regarding subscriptions, within budget, to keep the collection current and extend availability of information resources for public and staff use.</p>	
<p>2-3. Serves in a leadership capacity on the Leadership Support Team to facilitate inter-departmental communication and to discuss issues related to all aspects of the operation of GRRL. Coordinates the functions and activities of collection development and distribution services with other GRRL coordinators, supervisors and staff to help the library system run smoothly. Attends all GRRL Board meetings <u>representing collection development to the Board</u> and shares information with staff supervised.</p>	20
<p>3-4. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current with changing trends in areas related to this position.</p>	5
<p>4-5. <u>Special projects as assigned by the director.</u></p>	Ongoing
<p>5-6. <u>Handles emergency situations that may develop anywhere in the region.</u></p>	Ongoing
<p>6-7. <u>Assumes acting director role, as designated.</u></p>	Ongoing

Non-Essential Job Duties:

1. Ensures coverage for tasks in Distribution, Technical Services, Acquisitions, Interlibrary loan due to vacations or absences.

Qualifications:

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

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

- j. Ability to translate comprehensive knowledge of Collection Development into everyday management of the ongoing successful provision of Collection Development following GRRL's philosophy, policies and procedures.
- 2. Ability to apply comprehensive knowledge of concepts of library service and of library and management principles, policies and techniques to effectively participate in the successful operation of GRRL, to develop a well trained staff and provide quality customer service.
- 3. Ability to responsibly manage GRRL's library materials budget and build a useful collection through a comprehensive knowledge of collection development policies and practices.
- 4. Ability to translate comprehensive knowledge of the provision of distribution services to GRRL libraries following GRRL's philosophy, policies and procedures. Knowledge of library principles, practice, and techniques as related to distribution services.
- 5. Ability to balance the multiple tasks associated with collection development and maintenance and the skill to react quickly and effectively to difficult or emergency situations.
- 6. Ability to understand standard personnel practices and to select, train and evaluate staff in a variety of positions to assist in their development as successful GRRL employees.
- 7. Ability to effectively participate in strategic planning to assist GRRL in fulfilling its stated mission.
- 8. Ability to utilize computer skills to access and proficiently use the circulation module and online catalog of GRRL's automation system, online databases and the Internet and to use comprehensive software programs to produce reports, written procedures and forms and e-mail.
- 9. Ability to operate a variety of library equipment including computer and printer, photocopier, fax machines, VCR, DVD and microform reader printer and other new media.
- 10. Possession of a valid Minnesota driver's license and the ability to ensure safe operation of library vehicles.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

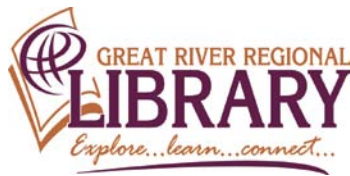
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Regional Coordinator for Collection Development at GRRL and, if employed, I certify that I can and will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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification: Regional Coordinator, Communications and Fund Development

Department/Location:	Institutional Services/Headquarters	Career Ladder:
Range:	12	Other Range 12 positions
Reports to:	Director	Director
Status:	Exempt	
Date Approved:	11-18-08	
Date Revised:	7-14-09, 01-19-10, <u>09-14-10</u>	

Position Summary:

Under administrative direction, the position of Communications and Fund Development Coordinator is responsible for developing and managing internal and external communications and fund development strategies to achieve GRRL goals and objectives. This position directs the work of the Communications and Fund Development Department and serves as liaison with GRRL administration and other GRRL departments.

Education/Experience:

Graduation from a recognized college or university with a Bachelor's degree in business, communications, or related field with an emphasis in communications, marketing or public relations.

At least four years of successful communications, marketing, public relations and significant Fund Development experience strongly preferred including two years supervisory experience or equivalent.

Major successful grant writing experience preferred.

Experience in a non-profit organization preferred.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
<p><u>1. Serves the library in a leadership capacity to move the region's services forward, anticipate future needs, as well as to respond to current trends.</u></p> <p><u>a. Special projects as assigned by the director.</u></p> <p><u>b. Handles emergency situations that may develop anywhere in the region.</u></p> <p><u>a-c. Assumes acting director role, as designated.</u></p>	Ongoing
<p><u>2. Supervises all functions of the Communications and Fund Development department to ensure the efficient and effective operation of the department.</u></p> <p><u>a. Trains, supervises, and evaluates all staff assigned to the department to maintain a well-trained, well-informed and effective staff. Sets staff schedules to provide the best coverage for the department.</u></p> <p><u>b. Interviews candidates for all positions supervised and makes hiring recommendations to the director.</u></p> <p><u>b-c. Makes recommendations to administrative staff for long range planning pertaining to the department to assist in planning for</u></p>	1575

<p><u>future services</u></p> <p>e-d. Provides professional expertise and direction to department in establishing, implementing, monitoring and evaluating communications and fund development policies, procedures, plans, goals, and budgets, in compliance with GRRL policies.</p> <ul style="list-style-type: none"> i. Lays out a strategic framework for accomplishing the top priorities in positioning communication and fund development relations region-wide. Sets realistic yet achievable goals to support GRRL needs. ii. Directs development and implementation of comprehensive communications plan. iii. Develops and manages department budget. <p>e. <u>Oversees regional development efforts and giving programs.</u></p> <ul style="list-style-type: none"> i. <u>Seeks new funding sources and maintains relationships with current and past donors and prospects.</u> ii. <u>Develops and directs annual giving campaigns and provides campaign analysis to develop additional strategies.</u> iii. <u>Directs administration of the donor management system.</u> iv. <u>Identifies and generates ideas, programs and concepts to engage prospective donors.</u> v. <u>Develops marketing strategies to promote library services to enhance donor cultivation.</u> vi. <u>Oversees and ensures a method for honoring givers at all giving levels.</u> vii. <u>Identifies fundraising opportunities and initiatives, including grant research.</u> <p>f. <u>Oversees regional marketing, public relations, and communications programs by approving, content, and design of all marketing materials, including print and electronic materials. Oversees planning, management, and implementation of special events.</u></p> <p>g. <u>Oversees and maintains a presence in the region with key media sources to increase GRRL visibility and reflect a contemporary image of libraries.</u></p> <ul style="list-style-type: none"> a. <u>Communicates effectively with the media to maintain open, cordial relationships and positive public relations.</u> b. <u>Seeks media opportunities to promote library services and programs, to increase library usage, and to attract new funding sources.</u> c. <u>Fields media inquiries and responds to requests for information.</u> d. <u>Acts as spokesperson for GRRL as designated by the director.</u> <p>h. <u>Prepares summary of GRRL Board action to keep staff informed.</u></p> <p>i. <u>Leads assigned teams and ensures completion of proper reporting requirements.</u></p> <p>Ⓣj. <u>Oversees and ensures efficient use of department budgets.</u></p>	
<p>2.3. Serves in a leadership capacity on the Leadership Support Team to facilitate inter-departmental communication and to discuss issues related to all aspects of the operation of GRRL. Coordinates the functions and activities of Communications and Fund Development services department with other GRRL coordinators, supervisors and staff to help the library system run smoothly. Attends all GRRL Board meetings representing communications and Fund Development to the Board and sharing-shares information with staff supervised. Effectively represents GRRL in the region. Seeks out collaborations with community groups.</p>	20

3.—Supervises all functions of the Communications and Fund Development department to ensure the efficient and effective operation of the department. a.—Trains, supervises, and evaluates all staff assigned to the department to maintain a well-trained, well-informed and effective staff. Sets staff schedules to provide the best coverage for the department. b.—Interviews candidates for all positions supervised and makes hiring recommendations to the Director. g. Makes recommendations to administrative staff for long range planning pertaining to the department to assist in planning for future services	15
4.—Oversees regional development efforts and giving programs. a.—Seeks new funding sources and maintains relationships with current and past donors and prospects. b.—Develops and directs annual giving campaigns and provides campaign analysis to develop additional strategies. c.—Directs administration of the donor management system. d.—Identifies and generates ideas, programs and concepts to engage prospective donors. e.—Develops marketing strategies to promote library services to enhance donor cultivation. f.—Oversees and ensures a method for honoring givers at all giving levels. g.a. Identifies fundraising opportunities and initiatives, including grant research.	20
4. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.	5
5.4. Oversees regional marketing, public relations, and communications programs by approving, content, and design of all marketing materials, including print and electronic materials. Oversees planning, management, and implementation of special events.	20
6.—Oversees and maintains a presence in the region with key media sources to increase GRRL visibility and reflect a contemporary image of libraries. a.—Communicates effectively with the media to maintain open, cordial relationships and positive public relations. b.—Seeks media opportunities to promote library services and programs, to increase library usage, and to attract new funding sources. c.—Fields media inquiries and responds to requests for information. d.a. Acts as spokesperson for GRRL as designated by the Director.	5
7.5. Leads assigned Teams and ensures completion of proper reporting requirements.	5
8.6. Special projects as assigned by the director.	Ongoing
9.7. Handles emergency situations that may develop anywhere in the region.	Ongoing
10.8. Assumes acting director role, as designated.	Ongoing

Non-Essential Job Duties:

- ~~4.—Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.~~
1. Communicate with vendors regarding Communications and Fund Development function.

2. Ensure appropriate procedures are followed to safeguard Communications and Fund Development Department computer files.

Qualifications:

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

1. Demonstrated leadership exemplified by willingness and ability:
 - a. to model and reinforce integrity, ethics and excellence in work performance
 - b. to develop and sustain work relationships characterized by respect, dignity and trust
 - c. to provide enthusiastic and positive leadership
 - d. to support policies and work practices that engender successful collaboration
 - e. to manage by objectives and outcomes
 - f. to mentor and coach in a manner that contributes to staff development
 - g. to creatively lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - h. to develop and implement creative solutions to regional challenges
 - i. to maintain a commitment to personal and professional development
2. Working knowledge and demonstrated success in development, including grants, special events, and major and annual giving. Ability to prepare annual fundraising plan, budget and income projects, and track and report performance against goals.
3. Excellent judgment with the ability to work independently, manage multiple projects and deadlines, and react quickly and effectively to difficult or emergency situations.
4. Knowledge of business terminology and financial matters and the ability to learn ethical, legal, and tax-related issues regarding the solicitation, transfer, and management of charitable gifts.
5. Demonstrated experience in recruiting, training, and managing successful activities of volunteers.
6. Excellent persuasive public presentation skills and ability to be an effective advocate for GRRL. Very strong oral, written, and interpersonal communication skills.
7. Highly developed people and project management skills, with demonstrated ability to build relationships with diverse groups, including board members, administration, department heads, employees and the general public. Experience in cultivating community contacts and collaborations.
8. High computer proficiency and skilled in use of MS Office Suite; spreadsheet, relational database, and report writing skills. Ability to operate a variety of office equipment including computer and printer, photocopier, fax machine and calculator.
9. Ability to develop and implement changes in operating policies and procedures to ensure that staff correctly implements and conveys them and library customers understand them.
10. Ability to work in fast-paced environment, positive attitude, enjoys challenging work. Strong creativity and vision with ability to motivate others.
11. Experience in program planning, budgeting and evaluating.
12. Ability to apply comprehensive knowledge of management principles, policies and techniques to effectively participate in the successful operation of GRRL, to develop a well trained staff and provide quality customer service.

- 13. Ability to understand standard personnel practices and to select, train and evaluate staff in a variety of positions to assist in their development as successful GRRL employees.
- 14. Ability to effectively participate in strategic planning to assist GRRL in fulfilling its stated mission.
- 15. Possession of a valid Minnesota's driver's license and the ability to maintain a good driving record by following traffic laws and regulations.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Regional Coordinator, Finance	Career Ladder:
Department/Location:	Institutional Services/Headquarters	Other Range 12 positions
Range:	12	Director
Reports to:	Director	
Status:	Exempt	
Date Approved:	2-12-02	
Date Revised:	3-31-03, 11-15-05, 7-10-07, 1-8-08, 7-14-09, 01-19-10, <u>9-14-10</u>	

Position Summary:

Under general direction, the position of Finance Coordinator exists to oversee the operations of the GRRL finance office, to develop and maintain finance policies and procedures, and analysis of finance systems, and to serve as custodian of library funds.

Education/Experience:

Graduation from a recognized college or university in a Bachelor's program with emphasis in accounting or finance or equivalent. At least four years of finance experience including two years supervisory experience or equivalent in the area of service; public sector experience strongly preferred. Experience in a non-profit organization preferred.

Knowledge and experience in medical records or records that contain private health information as defined by HIPAA.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
<p><u>1.</u> Serves the library in a leadership capacity to move the region's services forward, anticipate future needs, as well as to respond to current trends.</p> <p><u>a. Special projects as assigned by the director.</u></p> <p><u>b. Handles emergency situations that may develop anywhere in the region.</u></p> <p><u>a-c. Assumes acting direct role, as designated.</u></p>	Ongoing
<p><u>2.</u> Supervises all functions of the finance office to ensure legally compliant, efficient and effective operation. Performs the duties of the Board Treasurer as assigned by the GRRL Board of Trustees at their annual meeting. Acts as the custodian of the library funds and reports to the Board of Trustees on financial issues.</p> <p>a. Prepares financial, accounts payable, accounts receivable, budget and expenditure reports needed to reflect current information and status of the library's financial records.</p> <p>b. Prepares records for and participates in annual audit to be</p>	<p><u>75</u></p> <p><u>55</u></p>

<p>in compliance with State requirements.</p> <ul style="list-style-type: none"> c. Manages investments and funds availability to ensure revenue receipts meet budget projections. d. Trains, supervises and evaluates the finance staff-office assistant. e. Manages and coordinates all aspects of the payroll function to ensure that staff is paid correctly. f. <u>Supervises GRRL's HIPAA Privacy Officer who oversees all ongoing development, implementation, maintenance of, and adherence to the health plan's policies and procedures covering the privacy of and access to protected health information in compliance with Federal and State laws and the health plan's information privacy procedures.</u> g. <u>Manages and coordinates purchasing of supplies and equipment maintenance contracts, within budget, to provide staff with the necessary tools to carry out their job tasks.</u> h. <u>Prepares financial documents to assist the director in preparation of the budget and grant applications and reports to ensure they are based on sound financial principles</u> e-i. <u>Demonstrates actions that safeguard confidentiality of financial and personnel records and information throughout the Library system.</u> 	
<p>3. Serves in a leadership capacity on the Leadership <u>Support Team and administration workgroup</u> to facilitate inter-departmental communication and to discuss issues related to all aspects of the operation of GRRL. <u>Coordinates the functions and activities of the Finance department with other GRRL coordinators, supervisors and staff to help the library system run smoothly.</u> Attends all GRRL Board meetings representing finance to the Board and shar<u>ing</u> information with staff supervised.</p>	20
<p>4. <u>Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.</u></p>	<u>5</u>
<p>Supervises GRRL's HIPAA Privacy Officer who oversees all ongoing development, implementation, maintenance of, and adherence to the health plan's policies and procedures covering the privacy of and access to protected health information in compliance with Federal and State laws and the health plan's information privacy procedures..</p>	2
<p>4. Other essential duties of the position include but are not limited to the following:</p> <ul style="list-style-type: none"> a. Manages and coordinates purchasing of supplies and equipment maintenance contracts, within budget, to provide staff with the necessary tools to carry out their job tasks. b. Prepares financial documents to assist the library director in preparation of the budget and grant applications and reports to ensure they are based on sound financial principles e-a. Demonstrates actions that safeguard confidentiality of financial and personnel records and information throughout the Library system. 	23
<p>Special projects as assigned by the director.</p>	Ongoing
<p>Handles emergency situations that may develop anywhere in the region.</p>	Ongoing
<p>Assumes acting director role, as designated.</p>	Ongoing

Non-Essential Job Duties:

1. Attends Board and personnel policy committee meetings to represent finance.
2. Ensures coverage for finance department, as needed.
- ~~3. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.~~

Qualifications:

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

1. Demonstrated leadership exemplified by willingness and ability:
 - a. to model and reinforce integrity, ethics and excellence in work performance
 - b. to develop and sustain work relationships characterized by respect, dignity and trust
 - c. to provide enthusiastic and positive leadership
 - d. to support policies and work practices that engender successful collaboration
 - e. to manage by objectives and outcomes
 - f. to mentor and coach in a manner that contributes to staff development
 - g. to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - h. to develop and implement creative solutions to regional challenges
 - i. to maintain a commitment to personal and professional development
 - j. Ability to translate comprehensive knowledge of Finance into everyday management of the ongoing successful provision of Finance following GRRL's philosophy, policies and procedures.
2. Ability to balance the multiple tasks associated with supervision of the finance office operations and the skill to react quickly and effectively to difficult or emergency situations.
3. Ability to effectively participate in strategic planning to assist GRRL in fulfilling its stated mission.
4. Ability to utilize computer skills to access and proficiently use software and web-based programs that relate to human resources and payroll, and to use comprehensive software programs to produce correspondence, presentations, reports, written procedures, forms and e-mail.
5. Possession of a valid Minnesota's driver's license and the ability to ensure safe operation of library vehicles.
6. Ability to apply comprehensive knowledge of generally accepted accounting and records practices, procedures and Federal and State audit and compliance requirements needed to maintain accurate accounting and HIPAA records.
7. Ability to satisfactorily and accurately answer Board and staff requests for financial and HIPAA information.
8. Ability to operate a variety of office equipment.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

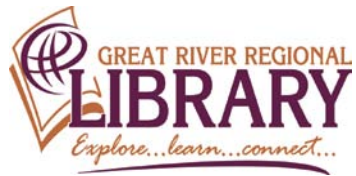
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Coordinator for Finance at GRRL and, if employed, I certify that I can and will perform the essential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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification: Regional Coordinator, Human Resources

Department/Location: Institutional Services/HQ **Career Ladder:**

Range: 12 **Range 12 positions**

Reports to: Director **Director**

Status: Exempt

Date Approved: 2-12-02

Date Revised: 3-31-03; 11-15-05, 7-10-07, 7-14-09, 01-19-10, 9-14-10

Position Summary:

Under general direction, the position of Human Resources Coordinator exists to develop and maintain personnel policies and procedures, performance appraisal and physical demand analysis systems, effective employee safety programs and employee training. Also assists in maintaining and administering salary and benefit programs. Serves as a resource to supervisory management staff on a variety of personnel issues.

Education/Experience:

Graduation from a recognized college or university in a Bachelor's program with emphasis in human resources or equivalent. At least four years of human resources experience including two years supervisory experience or equivalent in the area of service. Public sector experience strongly preferred. Experience in a non-profit organization preferred.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
<p><u>1.</u> Serves the library in a leadership capacity to move the region's services forward, anticipates future needs, as well as to respond to current trends.</p> <p><u>a.</u> <u>Special Projects as assigned by the director.</u></p> <p><u>b.</u> <u>Handles emergency situations that may develop anywhere in the region.</u></p> <p><u>a-c.</u> <u>Assumes acting director role, as assigned.</u></p>	Ongoing
<p><u>2.</u> <u>Supervises all functions of the human resources office to ensure legal compliance and efficient, effective operation.</u></p> <p><u>b-a.</u> Serves as a resource to all supervisory management staff for the purpose of maintaining an effective and efficient work team.</p> <p>i. Assists management and supervisory staff with ADA, FMLA and other employment laws to insure compliance. Collaborates with legal counsel in investigation, documentation and completion of all EEOC and ADA claims of discrimination and harassment/objectionable behavior claims.</p> <p>ii. Assists management and supervisory staff in all disciplinary actions, including terminations, to ensure consistency and compliance and defends all unemployment claims to minimize costs.</p> <p>iii. Assists management and supervisory staff in system-wide compliance with OSHA regulations and develops required training to insure a healthy workforce and compliance with the law.</p>	<u>4075</u>

<ul style="list-style-type: none"> iv. Assists management and supervisory staff in recruitment programs and selection of staff for the purpose of maintaining a complete workforce. Researches and makes recommendations for a system-wide retention program and advises Supervisors as necessary. v. Updates management (or supervisory staff) on state and federal employment laws through on-going training and communication. b. <u>Develops, maintains and accomplishes:</u> <ul style="list-style-type: none"> i. <u>effective employee safety programs to minimize employee personal injury due to work related incidents, and to reduce financial expenditures due to on the job injuries</u> ii. <u>performance appraisal and physical demand analysis systems that comply with all legal requirements, recognizes employees and integrates the mission into daily work</u> iii. <u>organization-wide personnel policies and procedures for the purpose of consistency and fairness in the employer-employee relationship</u> iv. <u>effective employee orientation programs</u> v. <u>organization-wide training goals and objectives</u> vi. <u>goals for human resources annually</u> c. <u>Assists in maintaining and administering salary and benefit programs within budgetary guidelines to attract and retain competent staff. Assists in overseeing compliance of all laws and regulations pertaining to pay and benefits.</u> d. <u>Participates in union negotiations as requested. Coordinates and communicates with union representative as appropriate</u> e. <u>Ensures completion of necessary governmental reports to meet regulations.</u> f. <u>Interviews candidates for all positions supervised to make hiring recommendations to the director. Also attends interviews for GRRL positions not supervised upon request.</u> g. <u>Trains, supervises and evaluates HR staff.</u> h. <u>Oversees and ensures efficient use of department budgets. Manages the budgets for recruitment advertising, wellness/safety, staff recognition and training.</u> e.i. <u>Demonstrates actions that safeguard confidentiality of applicants and personnel records and information throughout the Library system.</u> 	
<p>2.3. Serves in a leadership capacity on the Leadership Team to facilitate inter-departmental communication and to discuss issues related to all aspects of the operation of GRRL. <u>Coordinates the functions and activities of Human Resources with other GRRL coordinators, supervisors and staff to help the library system run smoothly.</u> Attends all GRRL Board meetings representing human resources to the Board and sharing <u>shares</u> information with staff supervised.</p>	520
<p>3.—Develops, maintains and accomplishes:</p> <ul style="list-style-type: none"> a.—effective employee safety programs to minimize employee personal injury due to work related incidents, and to reduce financial expenditures due to on the job injuries b.—performance appraisal and physical demand analysis systems that comply with all legal requirements, recognizes employees and integrates the mission into daily work c.—organization-wide personnel policies and procedures for the purpose of consistency and fairness in the employer-employee relationship 	20

d. effective employee orientation programs e. organization wide training goals and objectives f.a. goals for human resources annually	
Assists in maintaining and administering salary and benefit programs within budgetary guidelines to attract and retain competent staff. Assists in overseeing compliance of all laws and regulations pertaining to pay and benefits.	10
Participates in union negotiations as requested. Coordinates and communicates with union representative as appropriate.	5
Completes necessary governmental reports to meet regulations.	10
Interviews candidates for all positions supervised to make hiring recommendations to administration. Also attends interviews for GRRL positions not supervised upon request.	5
Trains, supervises and evaluates Training Generalist and the HR Assistant.	10
Manages the budgets for recruitment advertising, wellness/safety, staff recognition and training.	Ongoing
Demonstrates actions that safeguard confidentiality of applicants and personnel records and information throughout the Library system.	Ongoing
4. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.	5
Special projects as assigned by the director.	Ongoing
Handles emergency situations that may develop anywhere in the region.	Ongoing
Attends Board and personnel committee meetings to represent human resources.	Ongoing
Assumes acting director role, as assigned.	Ongoing

Non-Essential Job Duties:

1. Ensures coverage for HR Department as needed.
- ~~2. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.~~

Qualifications:

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

1. Demonstrated leadership exemplified by willingness and ability:
 - a. to model and reinforce integrity, ethics and excellence in work performance
 - b. to develop and sustain work relationships characterized by respect, dignity and trust
 - c. to provide enthusiastic and positive leadership
 - d. to support policies and work practices that engender successful collaboration
 - e. to manage by objectives and outcomes
 - f. to mentor and coach in a manner that contributes to staff development
 - g. to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - h. to develop and implement creative solutions to regional challenges
 - i. to maintain a commitment to personal and professional development
2. Ability to apply comprehensive knowledge of concepts of library service and of library and management principles, policies and techniques to effectively participate in the successful operation of GRRL, to develop a well trained staff and provide quality customer service.
3. Ability to balance the multiple tasks associated with Human Resources and the skill to react quickly and effectively to difficult or emergency situations.

4. Ability to understand standard personnel practices and to select, train and evaluate staff in a variety of positions to assist in their development as successful GRRL employees.
5. Ability to effectively participate in strategic planning to assist GRRL in fulfilling its stated mission.
6. Ability to utilize computer skills to access and proficiently use software and web-based programs that relate to human resources and payroll. Able to use comprehensive software programs to produce correspondence, presentations, reports, written procedures, forms and e-mail. Includes word processing, spreadsheet, database applications, HRIS and payroll.
7. Ability to stay current with employment law and to apply this knowledge to Human Resources concerns.
8. Ability to operate a variety of office equipment including computer and printer, photocopier, fax machine, VCR, DVD, calculator to complete required assigned tasks.
9. Ability to travel as needed to library sites where human resources assistance is needed. Possession of a valid Minnesota's driver's license and the ability to maintain a good driving record by following traffic laws and regulations.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification: Regional Coordinator – Information Technology **Career Ladder:**

Department/Location: Institutional Services/Headquarters **Range 12 positions**
Range: 12 **Director**
Reports to: Director
Status: Exempt
Date Approved: 7-14-09
Date Revised: 01-19-10, 9-14-10

Position Summary:

Under general direction, the position of Information Technology ~~Virtual Services~~ Coordinator exists to coordinate provision of computer and information services to staff and customers for the Great River Regional Library system. This includes services to remote users as well as new technology and services. This position also serves as liaison with GRRL administration and other GRRL departments.

Education/Experience:

Graduation from a recognized college or university in a Bachelor's program with emphasis in computer science or equivalent. At least four years of computer experience including two years supervisory experience or equivalent in the area of service. Public library experience preferred.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
<p><u>1.</u> Serves the library in a leadership capacity to move the region's services forward, anticipate future needs, as well as to respond to current trends.</p> <p><u>a. Special projects as assigned by the director.</u></p> <p><u>b. Handles emergency situations that may develop anywhere in the region.</u></p> <p><u>e-c. Assumes acting director role, as designated.</u></p>	Ongoing

<p><u>2.</u> Supervises all functions of Information Technology to ensure efficient and effective operation of the department including technical support of GRRL's centralized computer and information systems and the library's computer equipment and software used by staff and the public.</p> <ul style="list-style-type: none"> a. Supervises overall implementation of computer services and functions to provide a strong technical infrastructure for library operations. Develops written departmental procedures to assist staff in carrying out their tasks in compliance with GRRL policies. b. Trains, supervises and evaluates all staff assigned to the department to maintain a well-trained, well-informed and effective staff. Sets staff schedules to provide the best coverage for the department. <u>Ensures coverage for IT Department, as needed.</u> c. Coordinates onsite GRRL computer and information services processes, including preventive maintenance and repairs, inventory and reports to assure smooth day-to-day technical support for library operations. 	<p><u>6575</u></p>
<ul style="list-style-type: none"> d. Interviews candidates for all positions supervised and makes hiring recommendations to administration<u>the director.</u> e. Coordinates information technology problem resolution with all GRRL staff and outside computer and information services vendors in order to maintain efficient and effective technology computer and information services support for library operations. f. Plans for information technology file maintenance and backups in order to ensure integrity of data and computer and information services. g. Supervises maintenance of the library's home pages, databases and other information resources available to staff and the public via the library's servers. h. Coordinates maintenance of telecommunications, networking, and interfaces within the library and with other systems outside of the library to provide staff and public with access to needed resources. i. Maintains current awareness in information technology trends and environment and coordinates ongoing review of computer and information services needs and upgrade plans to assist the library in meeting the challenges of technical changes in the library and informational environment. <u>j.</u> Performs analysis/recommendation of budget(s) related to technology services to assist GRRL administration with overall budget planning and the effective use of resources. <u>k. Oversees and ensures efficient use of department budgets.</u> <u>l. Oversees virtual services including the virtual branch. Chairs teams as assigned.</u> <u>j-m. Researches, evaluates and recommends extension and development of library services through use of technology such as virtual reference, collaborative/cooperative reference, digital reference, etc.</u> 	
<p>2. Oversees virtual services including the virtual branch. Chairs the Teams as assigned-</p>	<p>5</p>

3. Serves in a leadership capacity on the Leadership Support Team to facilitate inter-departmental communication and to discuss issues related to all aspects of the operation of GRRL. Coordinates the functions and activities of Information Technology services department with other GRRL coordinators, supervisors and staff to help the library system run smoothly. Attends all GRRL Board meetings representing IT to the Board and sharing shares information with staff supervised.	20
4. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.	5
Researches, evaluates and recommends extension and development of library services through use of technology such as virtual reference, collaborative/cooperative reference, digital reference, etc.	5
Special Projects as assigned by the director.	Ongoing
Handles emergency situations that may develop anywhere in the region.	Ongoing
Assumes acting director role, as assigned.	Ongoing
Ensures coverage for IT Department, as needed.	Ongoing

Non-Essential Job Duties:

Qualifications:

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

1. Demonstrated leadership exemplified by willingness and ability:
 - a. to model and reinforce integrity, ethics and excellence in work performance
 - b. to develop and sustain work relationships characterized by respect, dignity and trust
 - c. to provide enthusiastic and positive leadership
 - d. to support policies and work practices that engender successful collaboration
 - e. to manage by objectives and outcomes
 - f. to mentor and coach in a manner that contributes to staff development
 - g. to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - h. to develop and implement creative solutions to regional challenges
 - i. to maintain a commitment to personal and professional development
 - j. Ability to translate comprehensive knowledge of Information Technology services into everyday management of the ongoing successful provision of Information Technology services following GRRL's philosophy, policies and procedures.
2. Ability to balance the multiple tasks associated with the day-to-day operation of computer and information services and the skills to react quickly and effectively to difficult or emergency situations.
3. Ability to understand standard personnel practices and to select, train and evaluate staff in a variety of positions to assist in their development as successful GRRL employees.
4. Ability to effectively plan the workflow of assigned area of responsibility including the delegation of tasks to other staff members and volunteers to facilitate productive use of their time.
5. Ability to effectively participate in strategic planning to assist GRRL in fulfilling its stated mission.
6. Ability to translate comprehensive knowledge of a wide variety of computer hardware, software, networking and telecommunications to library applications.
7. Ability to operate a variety of library equipment including computer and printer, photocopier, fax machines, VCR, DVD, and microform reader printer.
8. Possession of a valid Minnesota's driver's license and the ability to maintain a good driving record by following traffic laws and regulations

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

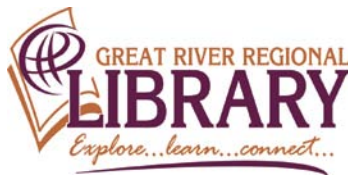
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Coordinator for Information Technology ~~Virtual Services~~ at GRRL and, if employed, I certify that I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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Regional Coordinator Patron Services	Career Ladder:
Department/Location:	Institutional Services/Headquarters	Range 12 positions
Range:	12	Director
Reports to:	Director	
Status:	Exempt	
Date Approved:	07-14-09	
Date Revised:	01-19-10, <u>9-14-10</u>	

Position Summary:

Under general direction, the position of Patron Services Coordinator exists to maximize resources and coordinate Patron Services throughout the region by overseeing circulation, programming, and information services for the Great River Regional Library system, to oversee the work of patron service staff and to serve as liaison with GRRL administration and other GRRL departments.

Education/Experience:

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

At least four years of public library experience including two-years supervisory experience or equivalent in the area of service. Public library experience preferred.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
<p><u>1.</u> Serves GRRL in a leadership capacity to move the region's libraries services forward, anticipating future needs and responding to current trends.</p> <p><u>a. Special projects as assigned by the director.</u></p> <p><u>b. Handles emergency situations that may develop anywhere in the region.</u></p> <p><u>a-c. Assumes acting director role, as designated.</u></p>	Ongoing
<p><u>2.</u> Oversees and supervisesSupervises all aspects-functions of patron services, including circulation, programming and information services, to GRRL branches to ensure efficient and effective use of resources.</p> <p>a. Develops written procedures to assist staff in carrying out their tasks in compliance with GRRL policies. Makes recommendations to administration regarding policies and procedures to facilitate service to users.</p> <p>b. Makes recommendations to administration for strategic planning pertaining to patron services to assist in planning for future services.</p> <p>c. Chairs the Public Services and oversees the Programming Team.</p> <p>d. Interviews candidates for all positions supervised and makes hiring recommendations to the dDirector.</p> <p>e. Oversees, manages and approves all aspects of programming services for all GRRL libraries. Is generally responsible for the approval and oversight functions of all programming activities in the region.</p>	60 75

<ul style="list-style-type: none"> j. Oversees and manages all aspects of circulation services including overall maintenance of Horizon and development of procedures. k. Oversees and manages all aspects of information services <ul style="list-style-type: none"> i.) Manages responsibility to work with organizations throughout the region to establish and maintain innovative technology partnerships. ii.) In conjunction with branch managers, and regional sSupervisors, and other coordinators schedules, plans for and provides services in all electronic formats to all GRRL libraries. h. Oversees community relations with Friends organizations, volunteers and community groups to develop and implement strategies for service in GRRL communities. i. Works with other staff and non-staff, to create ongoing training opportunities in the provision of patron services to insure a well trained staff throughout the region. l. Is responsible for web page content that will effectively communicate patron service policies, procedures, and programming both internally and externally. f. Chairs teams as assigned. Collects, compiles and presents statistical data as needed for regional decision-making. Provides statistics to administration for annual reports, board packets and to use in decision making. g. Coordinates, prepares and submits the Minnesota Public Library Annual Report to comply with State requirements and other statistical reports as requested by outside agencies. h. Oversees Collection Agency Services. Coordinates the procedures and policies related to GRRL's contract with a collection agency for payment of fees and fines and return of lost materials to ensure consistency and compliance of all transactions. Serves as the primary customer contact related to any collection agency disputes. <u>i.</u> In coordination with the branch manager or department<u>regional</u> supervisor, works with city officials to ensure that the physical facilities of the library meet the needs of library staff and their communities. Assists in preparing building programs and remodeling projects to anticipate local needs.- <u>j.</u> <u>Supervises regional supervisors to ensure efficient and effective operation of branch libraries.</u> <u>k.</u> <u>Trains, supervises and evaluates regional supervisors and patron services specialist to maintain a well-trained, well informed and effective staff.</u> <u>h.</u> <u>Oversees and ensures efficient use of department budgets.</u> 	
<p>3.-Supervises regional supervisors to ensure efficient and effective operation of branch libraries:-</p> <ul style="list-style-type: none"> a.-Trains, supervises and evaluates regional supervisors and patron services specialist to maintain a well-trained, well informed and effective staff. b.m. Participates in interviewing candidates for all positions supervised and makes hiring recommendations to the Director:- 	20
<p>4.3. Serves in a leadership capacity on the Leadership Support Teams to facilitate inter-departmental communication and to discuss issues related to all aspects of the operation of GRRL. Coordinates the functions and activities of patron services with other GRRL coordinators, supervisors and staff to help the library system run smoothly. Attends all GRRL Board meetings and shares information with staff supervised.</p>	20
<p><u>4. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current with changing trends in areas related to this position.</u></p>	
<p>Special projects as assigned by the director:-</p>	Ongoing
<p>Handles emergency situations that may develop anywhere in the region</p>	Ongoing

Non-Essential Job Duties:

- 5. Conducts library tours and instructs library customers in the use of library resources and equipment.
- ~~6. Participates in professional meetings, workshops and related continuing education activities to represent GRRRL and to keep current with changing trends in areas related to this position.~~

Qualifications:

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

- 1. Demonstrated leadership exemplified by willingness and ability:
 - a. to model and reinforce integrity, ethics and excellence in work performance
 - b. to develop and sustain work relationships characterized by respect, dignity and trust
 - c. to provide enthusiastic and positive leadership
 - d. to support policies and work practices that engender successful collaboration
 - e. to manage by objectives and outcomes
 - f. to mentor and coach in a manner that contributes to staff development
 - g. to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - h. to develop and implement creative solutions to regional challenges
 - i. to maintain a commitment to personal and professional development
- 2. Ability to translate comprehensive knowledge of the provision of patron services to GRRRL libraries following GRRRL's philosophy, policies and procedures.
- 3. Knowledge of library principles, practice, and techniques as related to patron services.
- 4. Ability and knowledge of library automation, especially as it pertains to community information and community networks; to operate a variety of library and office equipment including computer and printer, photocopier, fax machines, and microform reader printer.
- 5. Ability and knowledge of the literature and practices in the field of library patron services; possess oral and written communication skills.
- 6. Ability to analyze and respond to community needs.
- 7. Ability to express oneself clearly and effectively, ability to plan and direct the work of others; ability to serve the public.
- 8. Ability to balance the multiple tasks associated with the provision of patron services, branch supervision, and teams and has the skill to react quickly and effectively to difficult ongoing or emergency situations.
- 9. Ability to understand standard personnel practices and to select, train and evaluate staff in a variety of positions to assist in their development as successful GRRRL employees.
- 10. Ability to effectively participate in strategic planning to assist GRRRL in fulfilling its stated mission.

11. Ability to utilize computer skills to access and proficiently use GRRL's online catalog, online databases, and the Internet, and to use comprehensive software programs to produce reports, written procedures and forms and e-mail.
12. Possession of a valid Minnesota's driver's license and the ability to ensure safe operation of library vehicles.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

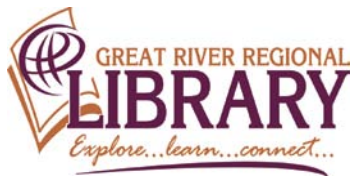
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Coordinator for Patron Services at GRRL and, if employed, I certify that I can and will perform the essential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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Adult Services Specialist	Career Ladder:
Department/Location:	Adult Services	Range 11 Positions
Range:	10	Regional Supervisor
Reports to:	Regional Supervisor	
Status:	Exempt	
Date Approved:	5-1-01	
Date Revised:	2-23-02, 11-25-03, 5-9-06, 6-24-08, 12-20-09, 01-19-10, <u>9-14-10</u>	

Position Summary:

Under general direction, the position of Adult Services Specialist exists to supervise the operation of the Adult Services Department to participate in planning and conducting programs for adults and teenagers, and to assist with providing a well-rounded collection for the Great River Regional Library System.

Education/Experience:

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

Two years of library experience, including background in reference and one year of supervisory experience. Public library experience preferred.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Supervises all functions of the Adult Services department to ensure efficient and effective operation of the department and high levels of customer service. <ul style="list-style-type: none"> a. Trains, supervises and evaluates all staff and volunteers assigned to the Adult Services Department to maintain a well-trained, well-informed and effective staff. Sets schedules to provide the best service for library users. b. Develops written Adult Services procedures to assist staff in carrying out their tasks in compliance with GRRL policies. Makes recommendations to the Patron Services Coordinator and Regional Supervisor on departmental policies to facilitate service to users. c. Works at the public service desk to assist walk-in, phone and virtual customers in finding materials, answering questions, using library resources and equipment and explaining library policies. Maintains the public areas by roving as assigned and by enforcing library policies. d. Interviews candidates for all positions supervised and makes hiring recommendations to the Director or Patron Services Coordinator as appropriate. e. Provides section statistics to the Patron Services Coordinator for annual reports and to assess staffing needs. f. In consultation with the Patron Services Coordinator and Specialist, 	50

<p>plans programs for regional use, including the summer, winter, and teen reading programs.</p> <ul style="list-style-type: none"> g. Schedules and conducts library tours and visits, and instructs library customers in the use of library resources and equipment. h. Plans, schedules, and prepares a calendar of events and activities, oversees associated printing projects, assigns to staff, facilitates and conducts children's programs to be presented at the St. Cloud Public Library. In consultation with Patron Services Coordinator plans children's programs for regional use. i. Reviews and evaluates new materials for use in programming and outreach efforts. 	
<p>2. Participates in regional collection development to ensure a well-rounded collection at GRRL.</p> <ul style="list-style-type: none"> a. Identifies and orders titles for purchase to the Collection Development Coordinator ensuring that purchases are consistent with GRRL's selection policy, budget, and the needs of GRRL patrons. b. Oversees weeding of the adult collections to keep them current and in good condition. Updates editions, suggests multiple copies, and evaluates materials for mending, replacement, or discard for assigned areas to provide a collection responsive to customer demand and in useable condition. c. Evaluates gift materials for addition to the GRRL collection. d. Provides Adult Services representation and participation on the adult collection selection committee to ensure materials are consistent with GRRL's selection policy, budget, and the needs of its patrons. Reads reviews from selected journals. e. Under general supervision of the Collection Development Coordinator, sustains, refreshes, and enhances the professional collection for regional use. Assigns tasks in this area to Adult Services staff. 	40
<p>3. Responsible for providing content for GRRL and St. Cloud Public Library public web pages.</p>	4
<p>4. Evaluates electronic resources and makes recommendations to the Collection Development Coordinator for virtual content for GRRL system use that serves GRRL user needs, is within budget and consistent with electronic resources policies and system limits, and that keeps GRRL current with information and resource provision in developing technologies.</p>	4
<p>5. Serves on teams as assigned, such as the Public Service Team, The Virtual Services Team, and the Programming Team.</p>	Ongoing
<p>6. In conjunction with others, provides building supervision and serves as a regularly scheduled supervisor in charge at the St. Cloud Public Library. Communicates with appropriate vendors or service providers to resolve building mechanical or security issues when needed. Occasionally may be called to the library when closed to resolve security or alarm events. Communicates with local law enforcement to resolve rules of behavior issues related to library customers when necessary. Responds to customer concerns, complaints, and problems as they occur during time scheduled.</p>	5

Non-Essential Job Duties:

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

Qualifications:

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

1. Ability to balance the multiple tasks associated with the day-to-day operation of the reference section of the Adult Services Department at headquarters.
2. Ability to understand standard personnel practices and to select, train and evaluate staff in a variety of positions to assist in their development as successful GRRL employees.
3. Ability to translate comprehensive knowledge of library reference services and materials and training techniques into effective training sessions with branch staff following GRRL'S philosophy, policies and procedure
4. Ability to satisfactorily and accurately answer customer requests for information.
5. Ability to utilize computer skills to access and proficiently use the circulation module of the automation system and able to use the on line catalog to search for materials by author and title. Able to use advanced software programs to produce reports, written procedures, forms and e-mail.
6. Possession of a valid Minnesota's driver's license and the ability to maintain a good driving record by following traffic laws and regulations to ensure safe operation of library vehicles.
7. Ability to operate a variety of library and office equipment including computer and printer, photocopier, fax machines, and microform reader printer.
8. Ability to effectively plan the workflow of assigned area of responsibility including the delegation of tasks to other staff members and volunteers to facilitate productive use of their time.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

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

Employee's Signature

Date

Supervisor's Signature

Date

**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Technical Services Specialist	Career Ladder:
Department/Location:	Technical Services	Other Range 10 positions
Range:	10	Regional Supervisor
Reports to:	Reg Coordinator – Collection Development	Regional Coordinator
Status:	Exempt	
Date Approved:	5-1-01	
Date Revised:	7-1-02, 12-4-03, 1-31-05, 5-9-06, 3-16-10, <u>9-14-10</u>	

Position Summary:

Under general direction, the position of Technical Services Specialist exists to supervise operations of the Technical Services Department and performs cataloging and classification of library materials.

Education/Experience:

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

Two years of library experience including one year of supervisory experience. Public library experience preferred.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Performs routine and specialized cataloging and classification of assigned formats of library materials, using on-line shared bibliographic resources and the cataloging module of GRRL’s automated system, to provide easy, accurate and comprehensive access to the materials in GRRL’s collection.	<u>48</u>
Creates holding records for each item cataloged so specific barcodes and items can be linked to facilitate the circulation of library materials.	
2. Maintains authority records in accordance with library standards to maintain the integrity of GRRL’s catalog.	<u>2</u>
3. Supervises all staff and functions of the Technical Services department to ensure efficient and effective operation of the department.	<u>30</u>
4. Develops written departmental procedures to assist staff in carrying out their tasks in compliance with GRRL policies and to maintain quality cataloging, classification and processing of materials.	<u>5</u>
5. Trains, supervises and evaluates assigned staff to maintain a well-trained, well-informed and effective staff. Sets staff schedules to provide the best coverage for the department.	<u>10</u>
6. Participates in interviewing candidates for all positions supervised and makes hiring recommendations to the Regional Coordinator-Collection Development.	<u>3</u>
7. Provides department statistics to administration for annual reports and to assess staffing needs.	<u>2</u>

Non-Essential Job Duties:

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

Qualifications:

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

1. Ability to be proficient in searching and evaluating online shared bibliographic resources and exporting records into GRRL's automated system to provide a quality database of library materials.
2. Ability to apply specialized knowledge of international cataloging standards and rules to create accurate records of materials owned by GRRL, including creation of records for unique items not owned by other libraries.
3. Ability to apply specialized knowledge of the Dewey Decimal Classification system and Library of Congress subject headings to library materials in order to put similar items together on library shelves for the convenience of library staff and customers.
4. Ability to understand standard personnel practices and to select, train and evaluate staff in a variety of positions to assist in their development as successful GRRL employees.
5. Ability to perform complex cataloging and classification functions on the on-line shared bibliographical database and on GRRL's automated system to meet library standards.
6. Ability to work independently at cataloging and classification tasks with accuracy and attention to details in order to maintain high quality library records.
7. Ability to effectively plan the workflow of assigned area of responsibility including the delegation of tasks to other staff members and volunteers to facilitate productive use of their time.
8. Ability to operate a variety of library equipment including photocopier, fax machines, [DVD/VCR player](#), and [printers used in Technical Services](#)~~microform reader printer~~.
9. Ability to utilize computer skills to access and proficiently use GRRL's online catalog, online databases, and the Internet. Able to use advanced software programs to produce reports, written procedures and forms and e-mail.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

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

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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Library Assistant 2	Career Ladder:
Department/Location:	Technical Services	Other range 6 positions
Range:	6	Library Assistant 3
Reports to:	Technical Services Specialist	Branch Manager
Status:	Non-Exempt	Librarian-Technical Services
Date Approved:	5-1-01	Technical Services Specialist
Date Revised:	7-1-02, 3-21-05, 11-13-07, 01-19-10, <u>9-14-10</u>	

Position Summary:

Under general supervision, the position of Library Assistant II in Technical Services exists to do copy cataloging and classification of library materials and catalog maintenance work.

Education/Experience:

Completion of high school and two years of formal education or equivalent. Six months of related work experience.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Performs routine copy cataloging and classification of assigned formats of library materials, using on-line shared bibliographic resources and the cataloging module of GRRL's automated system, to provide easy, accurate and comprehensive access to the materials in GRRL's collection.	70
2. Creates holding records for each item cataloged so specific barcodes and items can be linked to facilitate the circulation of library materials.	10
3. Applies changes to bibliographic, authority and holdings records in the local system at the direction of the supervising librarian in order to meet quality standards expected of public libraries.	10
4. Responds to direction from collection development staff by retrieving out-of-date materials or items to be re-cataloged and removing them from or making revisions to the catalog in order to keep it accurate and up-to-date.	5
5. Enters brief records on the catalog and downloads record files supplied by vendors for "on order" materials to indicate to staff and customers what is on order and to allow for the placement of holds on these titles.	5
6. Participates in developing and revising technical services procedures to maintain and improve quality cataloging, classification and processing.	2
7. Assists in training staff and volunteers in technical services tasks.	1
8. Consults with staff in various departments regarding cataloging practices in order to meet the information needs of staff and library customers.	2

Non-Essential Job Duties:

1. Participates in professional meetings, workshops and related continuing education activities to keep current on changing trends in areas related to job tasks.
2. Links specific barcodes to specific items on holdings record to facilitate circulation of library materials.

3. Updates GRRL periodical holdings records on Minnesota Union List of Serials.

- 4. Assists acquisitions assistant in preparing orders for new materials by checking for duplicates so unwanted material isn't ordered.
- 5. Organizes tasks for completion by volunteers.
- 6. Assists Inter-Library Loan Library Assistant II with ILL requests, verification processes and internal database updates.

Qualifications:

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

- 1. Ability to be proficient in searching and evaluating online shared bibliographic resources and exporting records into GRRL's automated system to provide a quality database of library materials.
- 2. Ability to apply specialized knowledge of the Dewey Decimal Classification system to library materials in order to put similar items together on library shelves for the convenience of library staff and customers.
- 3. Ability to work independently at cataloging and classification tasks with accuracy and attention to detail in order to maintain high quality library records.
- 4. Ability to utilize computer and searching skills to access and proficiently use a wide variety of on-line catalogs and other cataloging resources.
- 5. Ability to operate a variety of library equipment including computer and printer, photocopier, and fax machines.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

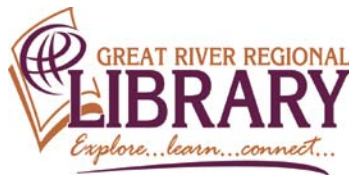
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Library Assistant 2 at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification: Communications and Fund Development Generalist
Department/Location: Communications and FD/Headquarters **Career Ladder:**
Range: 8 **Other Range 8 positions**
Reports to: Regional Coordinator, **Range 9 positions**
 Communications and Fund Development **Regional Coordinator**
Status: Non-Exempt
Date Approved: 11-18-08
Date Revised: 1-19-10, 9-14-10

Position Summary:

Under general direction, the Communications and Fund Development Generalist is responsible for assisting in the creation, implementation, and evaluation of Communications and Fund Development programs to achieve GRRL goals and objectives. Primary responsibility for originating news and promotional copy for media, website and newsletters.

Education/Experience:

Bachelor's degree in Communications, English or Marketing, or an associate degree in communications or related field with two years of experience.

Three years professional communications and/or fund development experience directly related to the essential job duties and requirements specified.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Participate as an effective member of the Communications and Fund Development Department. Participate in establishing, implementing and monitoring communications and fund development policies, procedures, plans, goals, and budgets.	5
2. Assist in data gathering, analysis, report preparation and strategy development for all aspects of fund development initiatives. a. Formulate and assist in the origination of fund development materials including annual giving and other appeals, donor correspondence and recognition, prospecting and case statements, volunteer recruitment and training, and other as directed. b. Assist with grant research and proposal development.	15
3. Assist in increasing public awareness of the benefits of library service through developing effective external traditional and non-traditional communications. a. Gather data and write content for external and virtual publications, newsletters, news releases, PR campaigns, annual reports, new media, website content, signage, and other marketing materials that positively portray GRRL. b. Coordinate outreach communication by developing and delivering multi-media presentations to inform the general public or targeted audiences with accurate information on GRRL services and programs. Identify, create, and coordinate public speaking and public relations	55

opportunities for GRRL initiatives. c. Represents GRRL in the community as appropriate and effective.	
4. Assist in communicating initiatives of the Communications and Fund Development department to GRRL staff to facilitate effective understanding and implementation. a. Gather data and write copy for internal employee communications. b. Consult with branches on proper communication to ensure consistent branding region-wide.	15
5. Establish and maintain a presence in the region with key media sources to increase GRRL visibility and reflect a contemporary image of libraries. a. Communicate effectively with the media to maintain open, cordial relationships and positive public relations. b. Seek media opportunities to promote library services and programs, to increase library usage, and to attract new funding sources. c. Field media inquiries and respond to requests for information. d. Maintain media and other mailing lists with contact and address changes.	5
6. Prepare speeches and public correspondence on behalf of GRRL officials as directed.	3
7. Participates on appropriate teams as assigned.	2
8. Tracks volunteer hours on an annual basis region-wide.	ongoing

Non-Essential Job Duties:

Participates in various committees as requested to facilitate inter-department communication and to discuss issues related to all aspects of the operation of GRRL.

1. ~~2.~~ Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.
2. Organizes special events and meetings.
- ~~2-3.~~ Coordinates special projects, as assigned.

Qualifications:

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

1. Demonstrated leadership exemplified by willingness and ability:
 1. to model and reinforce integrity, ethics and excellence in work performance
 2. to develop and sustain work relationships characterized by respect, dignity and trust
 3. to provide enthusiastic and positive leadership
 4. to support policies and work practices that engender successful collaboration
 5. to develop work plan according to objectives and outcomes
 6. to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 7. to develop and implement creative solutions to regional challenges
 8. to maintain a commitment to personal and professional development
 9. to translate comprehensive knowledge of communications and development into everyday performance following GRRL's philosophy, policies and procedures.
2. Ability to prepare press releases, newsletters, and brochures that positively portray GRRL's mission, activities, services and programs.
3. High computer proficiency and skilled in use of MS Office Suite, strong spreadsheet and report writing skills. Ability to complete work of the department using desktop publishing software skills.

4. Ability to operate a variety of library and office equipment including computer and printer, scanner, digital camera, photocopier, and fax machines.
5. Ability to apply comprehensive knowledge of concepts of library service and of library and management principles, policies and techniques to effectively participate in the successful operation of GRRL and provide quality customer service.
6. Strong organizational skills, analytical skills, and attention to detail.
7. Highly developed project management skills. Successfully manage multiple competing priorities and projects and react quickly and effectively to challenging situations.
8. Excellent verbal and written communication and presentation skills. Must be an enthusiastic team player with good interpersonal skills.
9. Ability to travel as needed to library and community sites when necessary. Possession of a valid Minnesota's driver's license and the ability to ensure safe operation of library vehicles.
10. Knowledge of basic business terminology and financial matters and the ability to learn ethical, legal, and tax-related issues regarding charitable gifts
11. Ability to work in fast-paced environment, positive attitude, enjoys challenging work. Strong creativity and vision with ability to motivate others.
12. Demonstrated experience in recruiting, training and managing successful activities of volunteers.
13. Excellent judgment, with the ability to work independently

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

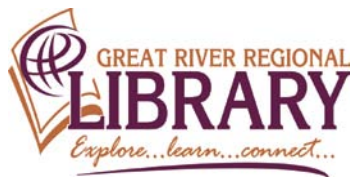
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Regional Coordinator for Community Relations at GRRL and, if employed, I certify that I can and will perform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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Finance Generalist	Career Ladder:
Department/Location:	Finance /Headquarters	Branch Manager
Range:	8	Computer Systems Analyst
Reports to:	Finance Coordinator	Regional Supervisor
Status:	Non-exempt	Finance Coordinator
Date Approved:	1-1-2008	
Date Revised:	1-19-10, <u>9-14-10</u>	

Position Summary:

Under direct supervision of the Regional Coordinator-Finance, this position exists to support all aspects of the Finance Office related to accounting duties.

Education/Experience:

Graduation from a recognized college or university in a bachelor's program with emphasis in accounting or equivalent education/experience to include associate degree in accounting or related field and two years of experience unless otherwise required by law.

Two years professional finance experience directly related to the essential job duties and requirements specified.

Knowledge and experience in medical records or records that contain private health information as defined by HIPAA.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Under the direction of the Finance Coordinator, serves as GRRL's HIPAA Compliance Officer and oversees all ongoing development, implementation, maintenance of, and adherence to the health plan's policies and procedures covering the privacy of and access to protected health information in compliance with Federal and State laws and the health plan's information privacy procedures. Tasks include, but are not limited to: <ul style="list-style-type: none"> a. Establishes and maintains the standards for information privacy protection by creating and having implemented the appropriate policies and procedures, in coordination with the health plan sponsor's management and legal counsel. b. Conducts periodic reviews and audits of the policies and procedures and GRRL's compliance with these standards. c. Seeks advice of management and/or legal counsel to ensure GRRL has and maintains appropriate privacy and confidentiality, Notice of Privacy Practices, Authorization forms and information notices and materials reflecting GRRL's current organization and legal practices and requirements. d. Coordinates initial and on-going privacy training for all appropriate employees, contractors, alliance partners, business associates and 	5%

<p>other appropriate third parties.</p> <ul style="list-style-type: none"> e. Reviews the standards and operations of business associate agreements and relationships to ensure that they meet GRRL's standards for information privacy. f. Develops and deploys a process to track access to protected health information (PHI) as required by law, including appropriate reporting. g. Develops mechanisms to allow appropriate access to medical records, including inspections, amendments, and restrictions as set out in the law. Develops mechanisms for review of access and amendment requests. h. Develops and administers a process for receiving, documenting, tracking, investigating and taking action on all grievances and complaints concerning GRRL's privacy policies and procedures, coordinating with management and, when necessary, legal counsel. i. Establishes appropriate sanctions for violations of GRRL privacy policies and procedures. Ensures that these sanctions are consistently applied to all appropriate staff and business associates coordinating with management and legal counsel as applicable. j. Ensures that all security policies are aligned with the privacy policies. k. Develops and communicates "minimum necessary" standards for each job classification. Works with management and staff to ensure that communication of PHI follows "minimum necessary" standards. l. Serves as GRRL's HIPAA information resource. m. Is educated and stays updated on applicable Federal and State privacy laws along with the development and application of privacy information technologies in the healthcare industry to ensure continuing compliance. n. Cooperates with GRRL administration, other government agencies and legal entities in regard to compliance matters. 	
<p>2. Maintains GRRL designated donation revenue accounts. Records include receipting, billing, and expenditure accounting of all transactions related to the donation to insure accurate accounting of the use of these funds. Prepares gift fund report for annual audit.</p>	<p>15%</p>
<p>3. Coordinates receipting of all donations to appropriate revenue source. Data entry of donor information into donor and accounting software. Prepares bank deposit and deposits funds into a designated library account.</p>	<p>15%</p>
<p>4. Prepares expenditures for payment related to the operating budget including personnel expenditures.</p>	<p>10%</p>
<p>5. Assists Finance, Fund Development and HR Coordinators in various finance related projects.</p>	<p>5%</p>
<p>6. Coordinates fixed assets for the system. Inventories fixed assets and maintains records for insurance, audit and other statistical purposes.</p>	<p>5%</p>
<p>7. Periodically performs tasks in lieu of the Regional Coordinator - Finance on an as needed basis. This tasks include, (but are not limited to, preparation of financial reports including posting receivables and journal entries, maintaining accounting software, audit preparation, -initiating money transfers, and preparing and sending payroll transmissions).</p>	<p>5%</p>
<p>8. Prepares payroll deduction/contribution schedules -and processes PERA, deferred compensation and voluntary deduction reports.</p>	<p>15%</p>
<p>9. Coordinates bill payment and prepares financial reports and bill expenditure reports for the St. Cloud Board.</p>	<p>15%</p>

10. Demonstrates actions that safeguard confidentiality of financial and personnel records and information throughout the library system.	5%
11. Maintains and reconciles petty cash checking account	3%
12. Effectively and consistently provides excellent customer service to all contacts.	2%

Non-Essential Job Duties:

1. Participates in various teams and committees as requested to facilitate inter-department communication and to discuss issues related to all aspects of the operation of GRRL.
2. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.

Qualifications:

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

1. Ability to perform and use the following proficiently and accurately - data entry, word processing, database and other software applications, e-mail and Internet to produce payroll, accounting, files, records, forms, reports and other documents.
2. Ability to pay attention to detail, completeness, accuracy and compliance with established policies and procedures to satisfactorily perform accounting office duties.
3. Ability to utilize knowledge of accounting methods and regulations, office terminology and procedures and records maintenance skills.
4. Ability to operate a variety of office equipment including computer and printer, software programs, calculator, photocopier and fax machines.
5. Ability to successfully manage multiple competing priorities and projects. Demonstrated organizational skills are essential.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

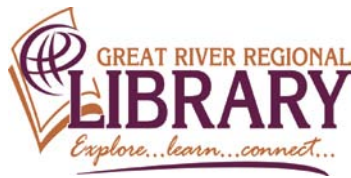
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position Finance Generalist at GRRL and, if employed, I certify that I can and will perform the essential and non-essential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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	HR Generalist—Staff Development	Career Ladder:
Department/Location:	Human Resources/HQ	Other Range 8 positions
Range:	8	Range 9 positions
Reports to:	Human Resources Coordinator	Range 10 positions
Status:	Non-exempt	Regional Supervisor
Date Approved:	6-06-02	Regional Coordinator
Date Revised:	2-28-05, 9-27-05, 7-10-07, 11-18-08, 1-19-10, <u>9-14-10</u>	

Position Summary:

Under general direction of the HR Coordinator, the HR Generalist, ~~Staff Development~~ exists to perform a variety of tasks to support the human resources department with a focus on training and staff development and recognition in the region.

Education/Experience:

Graduation from a recognized college or university in a Bachelor's program in Organizational Development, Communications or Education including study in staff development and training, or equivalent education/experience unless otherwise required by law.

Two years professional training experience directly related to the essential job duties and requirements specified. Two years library experience preferred.

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

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

Essential Job Duties	Recommended %
1. Participates as an effective member of the Human Resource Team. Specializes in establishing, evaluating and implementing staff development and recognition procedures, plans, goals and budgets.	ongoing
2. <u>Under general direction of the Human Resources Coordinator, specializes in evaluating and implementing training and staff development plans, goals and budgets.</u> <u>Implements and coordinates</u> <u>a. Develops and/or conducts internal training programs relative to staff training needs including and general a GRRL orientation program to maintain a well-trained, effective staff and to increase the skill level of all employees.</u> <u>b. Leads the coordination of the GRRL All Staff Day.</u> <u>c. Conducts periodic training needs assessments, analyzes results and recommends to administration programs to meet training and development needs.</u> <u>d. Initiates Train the Trainer programs. Reviews instructor performance and recommends improvements to program content and/or instructor presentation methods to ensure consistent quality training.</u> <u>e. Oversees the budget for training and development. Makes recommendations related to the budget process involving all aspects of training projects to help procure necessary</u>	<u>5080</u>

<p><u>funding. Selects or develops training aids to make available cost effective and user-friendly instructional methods for all staff. Works with the HR Coordinator to ensure adequate publicity and dissemination of information to GRRL staff on training programs.</u></p> <p><u>f. Makes recommendations in the development of procedures and resources related to staff development and training to assist in planning for future services.</u></p> <p><u>a-g. Keeps abreast of training and development research, and new materials, methods and techniques to keep current on changing trends and remain effective as a communicator</u></p>	
<p>2-3. Refines the training competencies to direct the training of specific positions. Conducts periodic training needs assessments, analyzes results and recommends to administration programs to meet training and development needs.</p>	5
<p>3-4. Initiates Train the Trainer programs. Reviews instructor performance and recommends improvements to program content and/or instructor presentation methods to ensure consistent quality training.</p>	15
<p>4-5. Oversees the budget for training and development. Makes recommendations related to the budget process involving all aspects of training projects to help procure necessary funding. Selects or develops training aids to make available cost effective and user-friendly instructional methods for all staff. Works with the Communications and Fund Development department to coordinate publicity and dissemination of information to GRRL staff on training programs to aide in scheduling and maximize staff attendance.</p>	10
<p>5-6. Makes recommendations in the development of procedures and resources related to staff development and training to assist in planning for future services.</p>	5
<p>6-7. Oversees the staff recognition program. Makes recommendations as necessary to ensure an efficient and rewarding program.</p>	5
<p>7-8. Keeps abreast of training and development research, learning theory, motivation theory and new materials, methods and techniques to keep current on changing trends and remain effective as a communicator</p>	5
<p><u>9. Under general direction of the Human Resources Coordinator, assists in the preparation and/or monitoring of the paperwork and reporting requirements for the leave of absence (LOA) and request for accommodation (ADA) processes to meet legal compliance and adhere to policy and procedure.</u></p>	5
<p>8-10. Other essential duties include, but are not limited to, the following:</p> <p>a. Uses computers, emerging technology and other office equipment proficiently as they relate to assigned tasks.</p> <p><u>b. Demonstrates actions that safeguard confidentiality of financial and personnel records and information throughout the Library system.</u></p> <p>b-c. <u>Represents GRRL by supporting the MN State Voluntary Certification Program.</u></p> <p>e-d. Effectively and consistently provides excellent customer service to all contacts.</p>	515

Non-Essential Job Duties:

1. Participates in various committees as requested to facilitate inter-department communication and to discuss issues related to all aspects of the operation of GRRL.
2. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.
3. Develops relationships to assist in library advocacy.

Qualifications:

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

1. Demonstrated leadership exemplified by willingness and ability:
 - a. to model and reinforce integrity, ethics and excellence in work performance
 - b. to develop and sustain work relationships characterized by respect, dignity and trust
 - c. to provide enthusiastic and positive leadership
 - d. to support policies and work practices that engender successful collaboration
 - e. to manage by objectives and outcomes
 - f. to mentor and coach in a manner that contributes to staff development
 - g. to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - h. to develop and implement creative solutions to regional challenges
 - i. to maintain a commitment to personal and professional development
2. Ability to effectively participate in strategic planning to assist GRRL in fulfilling its stated mission.
3. Ability to perform and use the following proficiently and accurately - data entry, word processing, database, power point, and Internet to produce correspondence, files, records, forms, reports and other documents. Able to use comprehensive software and web-based programs and tools to produce reports, written procedures, forms and e-mail.
4. Ability to pay attention to detail, completeness, accuracy and compliance with established policies and procedures to satisfactorily facilitate staff training and perform human resources office duties.
5. Ability to utilize knowledge of general office methods, office terminology and procedures and records maintenance skills.
6. Ability to operate a variety of office and library equipment including computer and printer, software programs, calculator, photocopier and fax machines.
7. Ability to comply with federal and state standards and laws concerning employee information.
8. Ability to prove abilities working with all levels of employees and management, including team facilitation skills.
 - a. Ability to design, develop, conduct, facilitate and evaluate training programs for adult learners using a variety of media or instructional delivery methodologies.
 - b. Knowledge of organizational development strategies.
 - c. Ability to determine training objectives and conduct needs analysis.
 - d. Ability to prepare instructional aids and plans throughout various subject matter.
9. Ability to recognize technological trends and integrate new technologies and skills into work and training processes.

- 10. Ability to successfully manage multiple competing priorities and projects. Demonstrated organizational skills are essential.
- 11. Ability to demonstrate excellent verbal and written communication and presentation skills. Must be an enthusiastic team player with good interpersonal skills.
- 12. Ability to travel as needed to library sites where training assistance is needed. Possession of a valid Minnesota's driver's license and the ability to ensure safe operation of library vehicles.

Language Skills:

Must be able to read, write, give, follow and comprehend verbal and written instructions. Must have effective oral and written communication skills to communicate effectively with staff and vendors. Must have excellent customer service skills.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demand Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Library Assistant 2	Career Ladder:
Department/Location:	Circulation	Other range 6 positions
Range:	6	Library Assistant 3
Reports to:	Circulation Supervisor	Branch Manager
Status:	Non-Exempt	Circulation Supervisor
Date Approved:	9-18-07	
Date Revised:	01-19-10, <u>9-14-10</u>	

Position Summary:

Under general supervision, the position of Library Assistant 2 in Circulation Services exists to supervise Circulation staff-aides and perform general circulation work at St. Cloud.

Education/Experience:

Completion of high school and two years of formal education or equivalent. Two years of library or customer service experience including one year of supervisory experience.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Supervises the daily operation of Circulation Services at St. Cloud to ensure efficient and effective operations. <ul style="list-style-type: none"> a. Trains, supervises and evaluates Circulation aides, and volunteers assigned to Circulation Services to maintain a well-trained, well-informed and effective staff. Manages workflow and sets staff schedules to provide the best coverage. b. Makes recommendations to the Circulation Supervisor on Circulation Services procedures and policies to facilitate service to library customers. c. With the Circulation Supervisor or LA 2, interviews candidates for all positions supervised and makes hiring recommendations to the Director/or Patron Services Coordinator. <u>d. Staffs the public service circulation/registration desk performing all required circulation routines to ensure accurate recording of all circulation transactions and to explain circulation policies to library customers. Staffs the main switchboard desk, answers and routes phone calls, answers the service entry door and routes incoming interoffice mail to the appropriate department or person.</u> <u>e. Assists patrons with community meeting room reservations and provides basis AV assistance.</u> <u>d.f. Provides basic directional reference questions as time allows.</u> 	85
2. Oversees the library circulation system functions related to customer requests to ensure that the requests are filled accurately and as quickly as possible.	5
3. Counts Circulation Desk cash receipts as required and reports the daily cash receipts to the Finance department. Runs monthly Change of Address report for the GRRL's collection agency and oversees the updating of patrons' changes of address. When patron's checks are returned, adds fines or fees to accounts.	5
4. Assists with billing and payment procedures related to Unique Collections.	5

Non-Essential Job Duties:

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

Qualifications:

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

1. Ability to translate knowledge of circulation and registration policies into the provision of high quality customer service by answering questions accurately and training staff to carry out their tasks correctly and efficiently.
2. Ability to balance the multiple tasks associated with the day-to-day operation of the Circulation/~~Distribution~~ department and the skill to react quickly and effectively to difficult or emergency situations.
3. Ability to utilize computer skills to access and proficiently use the circulation computer system and able to use the on line catalog to search for materials by author and title.
4. Ability to understand standard personnel practices and to select, train and evaluate staff to assist in their development as successful GRRL employees.
5. Ability to effectively plan the workflow of assigned area of responsibility including the delegation of tasks to staff members and volunteers to facilitate productive use of their time.
6. Ability to operate a variety of library equipment including computer and printer, photocopier, and fax machines.
7. Ability to utilize basic computer skills to produce reports, statistics, and procedures.

Preferred Qualifications:

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Library Assistant 2 at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Library Assistant 2 – ILL	Career Ladder:
Department/Location:	Collection Development	Other range 6 positions
Range:	6	Library Assistant 3
Reports to:	Reg Coordinator - Collection Development	Branch Manager
Status:	Non-Exempt	Circ/Dist Supervisor
Date Approved:	05-1-01	
Date Revised:	07-1-02, 01-19-10, <u>9-14-10</u>	

Position Summary:

Under general supervision, the position of Inter-Library Loan Library Assistant II exists to provide ILL services to library customers and support services to GRRL public services staff and selection committee members.

Education/Experience:

Completion of high school and two years of formal education or equivalent. Six months of related experience.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Responsible for securing materials requested by library customers but not owned by GRRL using ILL services to obtain materials from other libraries for customers as quickly as possible. <ul style="list-style-type: none"> a. Determines the appropriate agency from which to request items, transmits requests, keeps records of the status of each ILL item and routes ILL items to appropriate GRRL library for customer pickup. b. Handles inquiries about ILL items from customers, libraries and GRRL staff to provide a status report when needed. c. Processes any charges that result for GRRL, library customers or loaning libraries to ensure payment by the appropriate person or agency. 	88
2. Verifies bibliographic information for the purposes of GRRL selection of materials and ILL as part of the collection building process and service to library customers.	5
3. Handles the ILL assistant's tasks of getting out rush requests and answering telephone inquiries when the assistant is absent to provide continuous good service to customers.	5
4. Attends statewide ILL meetings and training sessions to stay abreast of statewide ILL practices and policies.	2

Non-Essential Job Duties:

Qualifications:

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

1. Ability to utilize computer and searching skills to access and proficiently use a wide variety of on-line catalogs and other resources.
2. Ability to satisfactorily and accurately answer customer requests for information regarding ILL requests.
3. Ability to operate a variety of library equipment including computer and printer, photocopier, and fax machines.
4. Ability to utilize basic computer skills to produce reports, statistics and procedures.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

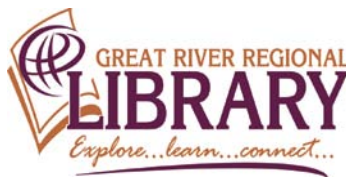
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Library Assistant 2 at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Librarian-Technical Services	Career Ladder:
Department/Location:	Technical Services	Range 10 Positions
Range:	9	Resource Librarian
Reports to:	Technical Services Specialist	Regional Coordinator
Status:	Exempt	
Date Approved:	5-1-01	
Date Revised:	7-1-02, 3-19-05, 6-12-07, 11-13-07, 1-19-10, <u>9-14-10</u>	

Position Summary:

Under general supervision, the position of Librarian exists to perform cataloging and classification of library materials.

Education/Experience:

Graduation from a recognized college or university with a Master's in Library Science or Information Media or equivalent, unless otherwise required by law. One year of library cataloging work experience.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Performs routine and specialized cataloging and classification of assigned formats of library materials, using on-line shared bibliographic resources and the cataloging module of GRRL's automated system, to provide easy, accurate and comprehensive access to the materials in GRRL's collection.	70
2. Maintains authority records in accordance with library standards to maintain the integrity of GRRL's catalog.	10
3. Enters brief records on the catalog and downloads record files supplied by vendors for "on order" materials to indicate to staff and customers what is on order and to allow for the placement of holds on these titles.	5
4. Applies changes to bibliographic, authority and holdings records in the local system at the direction of the supervising librarian in order to meet quality standards expected of public libraries.	10
5. Participates in developing and revising Technical Services procedures to maintain and improve quality cataloging, classification and processing.	2
6. Consults with staff in various departments regarding cataloging practices in order to meet the information needs of staff and library customers.	2
7. Assists in training staff in Technical Services tasks	1

Non-Essential Job Duties:

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

2. Retrieves library materials that need corrections or additions in local system in order to keep library materials and records correct and up-to-date.
3. Assists acquisitions assistant in preparing orders for new materials by checking for duplicates so unwanted materials aren't ordered.

Qualifications:

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

1. Ability to utilize computer and searching skills to access and proficiently use a wide variety of on-line catalogs and other resources.
2. Ability to apply specialized knowledge of international cataloging standards and rules to create accurate records of materials owned by GRRL, including creation of records for unique items not owned by other libraries.
3. Ability to apply specialized knowledge of the Dewey Decimal Classification system and Library of Congress subject headings to library materials in order to put similar items together on library shelves for the convenience of library staff and customers.
4. Ability to work independently at cataloging and classification tasks with accuracy and attention to detail in order to maintain high quality library records.
5. Ability to operate a variety of library and office equipment including computer and printer, photocopier, fax machines, VCR, and microform reader printer.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
Position Description**

Classification:	Acquisitions Assistant	Career Ladder:
Department/Location:	Collection Development	Range 6 Positions
Range:	5	Range 8 Positions
Reports to:	Regional Coordinator-Collection Development	
Status:	Non-Exempt	
Date Approved:	5-1-01	
Date Revised:	6-20-02, 7-16-03, 9-27-05, 1-19-10	

Position Summary:

Under general supervision, the position of Acquisitions Assistant exists to order materials selected by GRRL selection committees and to maintain a variety of records on the status of those orders.

Education/Experience:

Completion of high school plus two years of formal education or equivalent. One year up to three years of related experience.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Prepares, prioritizes and submits orders for library materials as determined by GRRL selection committees to ensure that the correct materials are ordered from the appropriate vendor in a timely and efficient manner	60%
2. Maintains On Order, and Periodicals databases of ordered materials.	
3. Oversees unpacking of new library materials. Checks in material received against invoice, charges against correct fund and prepares vouchers for Finance Manager so bills can be paid in a timely fashion. Directs preparation of materials for Technical Services processing so that materials move quickly through the system.	15%
4. Other essential duties include but are not limited to the following: <ul style="list-style-type: none"> a. Verifies materials expenditure figures with Finance Manager and prepares monthly acquisitions reports of funds budgeted, spent, encumbered and unspent to provide selection committees with up-to-date and accurate information. b. Submits claims when damaged items or the wrong item is received Orders replacement media parts as needed. c. Provides instruction and assigns acquisitions tasks to the Technical Services Clerks to facilitate a smooth workflow in acquisitions. d. Checks orders to make sure unwanted duplicate items aren't ordered. e. Maintains records and prepares bills for gift funds received and expended to provide an accurate accounting of the use of these funds. Prepares Periodicals report for Finance Manager to use in the annual Audit. 	25%

e.f. <u>Takes packages requiring unique postage or special shipping to the Post Office.</u>	
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Non-Essential Job Duties:

1. Keeps statistics on number of microforms added and withdrawn on an annual basis.
2. Distributes phonebooks to HQ departments and to branch packing shelves.

Qualifications:

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

1. Ability to utilize computer skills to use the online catalog, vendor databases, and in-house databases.
2. Ability to learn computer functions to a level of complexity to be able to quickly and accurately input orders, maintain a variety of fund accounts on spreadsheets and databases, print out on order records, and prepare vouchers.
3. Ability to operate a variety of office and library equipment including computer and printer, calculator, photocopier and fax machines.
4. Ability to satisfactorily and accurately answer questions from selection committee members on the status of orders and to communicate with vendors regarding order information.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Administrative Assistant	Career Ladder:
Department/Location:	Headquarters	Range 6 Positions
Range:	5	Associate Librarian
Reports to:	Director	Branch Manager
Status:	Non-exempt	
Date Approved:	11-18-08	
Date Revised:	01-20-09, 1-19-10, <u>9-14-10</u>	

Position Summary:

Under general supervision, the position of Administrative Assistant exists to perform a variety of tasks to support administration in carrying out their job responsibilities.

Education/Experience:

Completion of high school or equivalent formal education. One year of secondary training in administrative processes. Two years experience directly related to the duties and responsibilities specified.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
<p><u>1. Under direction of the Director, coordinates GRRL board meetings to include:</u></p> <ul style="list-style-type: none"> <u>a.</u> Prepares board packet for GRRL board members. a.b. Mails packet to ensure that materials arrive in a timely fashion to allow board members to prepare in advance for meetings. b. Organizes and arranges the GRRL board and committee meetings including confirming all arrangements and set-up are done in advance. c. Ensures open meeting notices are sent to the appropriate media outlets and/or posted as necessary for the GRRL board and committee meetings. Ensures quorum call is completed prior to each GRRL board meeting. d.c. Attends and take minutes at GRRL board and committee meetings to keep an accurate record of all business conducted at these meetings. 	80
<p>2. Provides administrative and clerical support to all members of administration. Handles a variety of sensitive communications using computers proficiently as they relate to assigned tasks.</p>	15
<p>3. Other essential duties include, but are not limited to, the following:</p> <ul style="list-style-type: none"> a. Prepares and updates GRRL board adopted policies and forwards these items to the Information Technology department for posting on the GRRL website to ensure the most current policies are available to board members, staff and members of the public. b. Effectively and consistently provides excellent customer service to all contacts. 	5
<p>4. Maintains historical files</p>	<u>ongoing</u>

Non-Essential Job Duties:

1. Organizes special events and meetings.
2. Maintains records and files.
3. Assists in the coordination of special projects and activities.
4. Assists in administrative inquiries and needs of the GRRL board, administrative staff and library users.

Qualifications:

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

1. Ability to balance the multiple tasks associated with the provision of administrative support services and the skill to react quickly and effectively to ongoing projects or situations.
2. Ability to perform and use the following proficiently and accurately - data entry, word processing, spreadsheets, , e-mail and Internet to produce records, forms, reports and other documents as needed.
3. Ability to pay attention to detail, completeness, accuracy and compliance with established policies and procedures to satisfactorily perform all duties.
4. Ability to utilize knowledge of standard administrative assistant methods, office terminology and procedures and records maintenance skills.
5. Ability to operate a variety of office and library equipment including computer and printer, software programs, calculator, photocopier and fax machines.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

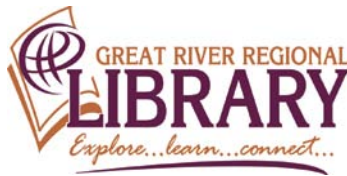
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Administrative & Human Resources Assistant at GRRL and, if employed, I certify that I can and will perform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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Finance Assistant	Career Ladder:
Department/Location:	Finance/Headquarters	Library Assistant 2
Range:	5	Range 8 positions
Reports to:	Regional Coordinator - Finance	Branch Manager
Status:	Non-exempt	Computer Systems Analyst
Date Approved:	5-1-01	Regional Supervisor
Date Revised:	7-1-02, 2-25-05, 7-11-06, 07-08-08, 03-19-09, 1-19-10, <u>9-14-10</u>	Finance Coordinator

Position Summary:

Under direct supervision, the position of Finance Assistant exists to assist the Regional Coordinator--Finance in the general operations of the finance office.

Education/Experience:

Completion of high school or equivalent formal education. One year of secondary training in bookkeeping and computers. Two years experience directly related to the duties and responsibilities specified.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Counts money and balances the Library Cash Reports from branch libraries, maintains receipt records, prepares bank deposit and deposits funds into a designated library account.	25%
2. Processes the electronic timecards, verifies the input for accuracy and informs supervisors of any discrepancies in order to produce payroll checks. Records and runs payroll reports on --- time paid, PTO balances and distributes checks.	25%
3. Produces vouchers and expense checks for telephone bills and maintains records of these transactions.	10%
4. Reconciles expense bank account to be in compliance with audit requirements.	10%
5. Enters and balances invoices in the accounting software system.	5%
6. Files vouchers and payroll forms to be in compliance with GRRL's records retention schedule.	5%
7. Performs certain tasks for the <u>Regional Coordinator</u> -Finance Coordinator in his/her absence (including, but not limited to, initiating money transfers and preparing and sending payroll transmissions).	2%
8. Prepares vouchers for GRRL trustee and employee reimbursement related to meetings and mileage.	6%
9. Produces refund checks to patrons. Produces miscellaneous petty cash expenses.	5%
10. Demonstrates actions that safeguard confidentiality of financial and personnel records and information throughout the Library system.	5%
11. Effectively and consistently provides excellent customer service to all contacts	2%

Non-Essential Job Duties:

None.

Qualifications:

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

1. Ability to perform and use the following proficiently and accurately - data entry, word processing, database and other software applications, e-mail and Internet to produce payroll, accounting, files, records, forms, reports and other documents.
2. Ability to pay attention to detail, completeness, accuracy and compliance with established policies and procedures to satisfactorily perform accounting office duties.
3. Ability to utilize knowledge of general bookkeeping methods, office terminology and procedures and records maintenance skills.
4. Ability to operate a variety of office and library equipment including computer and printer, software programs, calculator, photocopier and fax machines.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

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

Employee's Signature

Date

Supervisor's Signature

Date

**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Human Resource Assistant	
Department/Location:	Human Resources/Headquarters	Career Ladder:
Range:	5	Range 6 Positions
Reports to:	Regional Coordinator Human Resources	Library Assistant 3
Status:	Non-exempt	Branch Manager
Date Approved:	5-1-01	
Date Revised:	7-1-02, 9-27-05, 7-10-07, 1-08-08, 11-18-08, <u>9-14-10</u>	

Position Summary:

Under general supervision, the position of Human Resources Assistant exists to perform a variety of tasks to support the Human Resources department in carrying out department responsibilities.

Education/Experience:

Completion of high school or equivalent formal education. One year of secondary training in HR processes.

Two years experience directly related to the duties and responsibilities specified.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Participates as an effective member of the Human Resource Team.	ongoing
2. Under direction of the Human Resources Coordinator, assists in the creation, organization, coordination, evaluation and implementation of Human Resource programs and functions <ul style="list-style-type: none"> a. Assists in the recruitment process <ul style="list-style-type: none"> i. Contacts vendors for advertising to provide for a smooth and timely recruitment process. ii. Coordinates the posting of open positions both internal and external. iii. Corresponds with branches for proper application management. iv. Organizes job applications including data entry of applicants into applicant tracking software and preparing applications for rating. v. Assists in rating applicants for positions range 5 and below. vi. Assists in completion of recruitment reporting requirements. vii. Assists with the management of the new hire process including paperwork, data entry, follow-up with supervisors and orientation b. Organizes incoming communications, correspondence, database entry and general filing, ensuring proper handling of all items in a timely fashion. 	80

<ul style="list-style-type: none"> b-c. <u>Assists with the coordination of the new hire and resignation processes including ensuring all necessary paperwork is received.</u> e-d. Assists with the performance review process. <u>e.</u> Assists with benefit enrollment administration. <u>f.</u> <u>Assists with coordinating employee registration for offsite training opportunities and in tracking training attendance and employee evaluation of training.</u> d-g. <u>Assists in coordinating the staff recognition program. Makes recommendations as necessary to ensure an efficient and rewarding program.</u> e-h. Assists with basic reports regarding GRRL legal compliance (OSHA, Pay Equity, FLSA, COBRA, LOA/FMLA, etc) as needed. f-i. Assists with Workers' Compensation administration <u>including submission of First Report of Injury and OSHA reporting.</u> 	
<p>3. <u>Assists in inquiries and needs of employees, vendors and applicants.</u> Returns general phone calls regarding Human Resource questions as needed.</p>	5
<p>4. Assists with the coordination and administration of Safety and Wellness programs. Participates on the Safety and Wellness Team.</p>	10
<p>5. Other essential duties include but are not limited to the following:</p> <ul style="list-style-type: none"> a. <u>Uses computers, emerging technology and other office equipment proficiently as they relate to assigned tasks.</u> b. Safeguards confidentiality of financial and personnel records and related information. Complies with all federal and state standards and laws concerning employee information. e. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks. d-c. Effectively and consistently provides excellent customer service to all contact. 	5

Non-Essential Job Duties:

- 1. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.
- ~~1-2.~~ Organizes department events and meetings.
- ~~2-3.~~ Maintains records and databases.
- ~~3-4.~~ Assists in the coordination of Human Resource projects and activities.
- ~~4.~~ ~~Assists in inquiries and needs of employees, vendors and applicants.~~
- 5. Develops relationships to assist in library advocacy.

Qualifications:

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

- 1. Ability to balance the multiple tasks associated with the provision of administrative support services and the skill to react quickly and effectively to ongoing projects or situations.

2. Ability to perform and use the following proficiently and accurately - data entry, word processing, spreadsheets, database and other software applications, e-mail and Internet to produce records, forms, reports and other documents as needed.
3. Ability to pay attention to detail, completeness, accuracy and compliance with established policies and procedures to satisfactorily perform all duties.
4. Ability to utilize knowledge of standard Human Resources and administrative assistant methods, office terminology and procedures and records maintenance skills.
5. Ability to operate a variety of office and library equipment including computer and printer, software programs, calculator, photocopier and fax machines.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

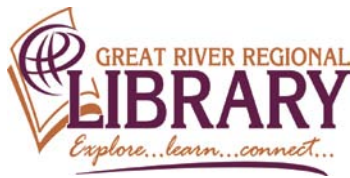
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of ~~Administrative &~~ Human Resources Assistant at GRRL and, if employed, I certify that I can and will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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Library Assistant 1	Career Ladder:
Department/Location:	Circulation	Range 6 positions
Range:	5	Library Assistant 3
Reports to:	Circulation/ Supervisor	Branch Manager
Status:	Non-Exempt	Circulation Supervisor
Date Approved:	5-1-01	
Date Revised:	7-1-02, 7-22-03, 3-10-05, 11-21-06, 01-19-10, <u>9-14-10</u>	

Position Summary:

Under direct supervision, the position of Library Assistant I exists to perform general public service circulation/distribution work at HO-the St. Cloud Public Library to provide the best possible patron service.

Education/Experience:

Completion of high school and one year of formal education or equivalent. Six months of library or customer service experience.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
<u>1. Provides general public service to provide the best possible patron service.</u> <u>a. Staffs the public service circulation/registration desk to performing all required circulation routines to ensure accurate recording o fall cirucation transactions and to explain circulation policies to library patrons.</u> <u>b. Staffs the main switchboard desck, answers the service entry door and routes incoming interoffice mail to the appropriate department/person.</u> <u>c. Assists patrons with community meeting room reservations to ensrue availability of rooms and provides basis AV assistance.</u> a.d. Provides basic directional reference assistance as time allows,section to assist customers, answer questions or refer unanswered questions to appropriate staff, perform all required circulation responsibilities and to explain circulation library policies to library customers. Answers incoming phone calls and determines where calls should be routed for callers to receive the most expedient service.	40 <u>70</u>
2. Assists in the <u>supervisionwork -direction</u> of library aides and volunteers in the Circulation department. Participates with the interview process for aides <u>and providing training</u> as needed.	5
Checks in returned library materials and all new materials and routes them following messages on the computer screen.	5
Supervises the Pull List process to ensure that customer requests are filled accurately and as quickly as possible.	5
Oversees calling from the Phone List to ensure that customers are notified of their holds in a timely manner.	5
Oversees administration of the Expired Holds List to ensure that materials are removed from the holds shelves appropriately.	5

3. Maintains the online registration files by performing data entry from registration applications and by proof reading data entry. Adds address correction blocks to patron registration files when needed.	5
4. Evaluates the physical condition of damaged media items. Handles missing part problems with materials so that all items are complete.	510
5. Processes meeting room reservations to ensure availability of rooms when needed and provides AV Assistance	5
6. Maintains, processes and reserves Bi-Folkal, programming videos and storytelling kits.	5
7. Turns on and off and logs in and out of all the computer equipment in the Circulation section so equipment is ready for daily use by staff and secures the cash drawers.	Ongoing
8. Counts Circulation Desk cash receipts as required and reports the daily cash receipts to the Finance Coordinator.	5
9. Opens the building for patrons at start of business day.	Ongoing
10. Assists other departments with projects as needed.	Ongoing
11. Assists with training and supervising library aides assigned to Circulation to maintain a well trained and well informed staff.	5
12. Unpacks correspondence and other communications from branch libraries and delivers them to appropriate departments to ensure quick delivery.	5

Non-Essential Job Duties:

1. ~~Substitutes as delivery driver as needed.~~

Qualifications:

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

1. Ability to translate knowledge of circulation routines and policies into the provision of high quality customer service by performing tasks correctly and answering questions accurately to the satisfaction of each customer.
2. Ability to utilize the necessary computer skills to access and proficiently use the circulation module of GRRL's automated system and able to use the online catalog to search for items by author and title.
3. Ability to operate a multi-line telephone system including direct dialing station and voice mail sufficient to route calls quickly, correctly and without disconnecting the caller.
4. Ability to operate a variety of library and office equipment including computer and printer, photocopier, fax machines.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Library Assistant 1 at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position.

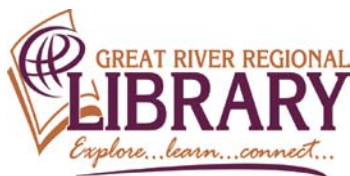
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Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Collection Development Assistant	Career Ladder:
Department/Location:	Collection Development/HQ	Range 5 positions
Range:	4	Range 6 positions
Reports to:	Reg Coordinator-Collection Development	Library Assistant 3
Status:	Non-Exempt	Branch Manager
Date Approved:	5-30-02	
Date Revised:	10-23-02, 6-9-03, 1-31-05, 2-25-05, 1-19-10, <u>9-14-10</u>	

Position Summary:

Under direct supervision, the position of Collection Development Assistant exists to perform general collection maintenance work at HQ.

Education/Experience:

Completion of high school and one year of formal education or equivalent. Six months of library experience.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Using Horizon Web Reporter software, runs reports of statuses with Requests to determine which are not being filled in a timely manner.	10%
2. Works with cancelled on-order titles by canceling holds for out of print and out of stock items and notifying the customer to keep customers well informed, notifies Technical Services to delete on order records to ensure the accuracy of the public access catalog and notifies collection development coordinator of canceled orders so the next course of action can be determined.	10%
3. Informs responsible staff person about items with a variety of inactive statuses and follows their instructions to withdraw, relocate, reorder, transfer hold queues or take other action to ensure a viable collection and an accurate public access catalog.	25%
4. Maintains lists of claimed returned materials and follows set procedures to ensure these items are searched for to maintain accurate patron records and an accurate public access catalog.	25% 10
5. Assists the collection development coordinator in working on the lost/missing item project. <u>Maintains records of materials with a Lost or Missing status and follows set procedures for replacement or withdrawing items at the appropriate point in the cycle.</u>	10% 20
6. Assists the collection development coordinator. <u>Oversees the evaluation and duplicate checking processes associated with donated n-evaluating gift materials, and checking for duplicate copies to assist in adding needed materials to the collection.</u> Recruits, trains and schedules volunteers to assist with gift materials.	20% 25

Non-Essential Job Duties:

1. Assists the Inter-Library Loan, HQ Circulation/Distribution reception, Acquisitions and Technical Services staff as needed.
2. Provides training to other staff in Collection development procedures as needed.
3. Checks the catalog for location information on library items to be relocated.

Qualifications:

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

1. Ability to utilize computer skills to access and proficiently use the circulation module of the automation system and able to use the on line catalog to search for materials by author and title.
2. Ability to operate a variety of library and office equipment including computer and printer, photocopier, fax machines.
3. Ability to perform and use the following proficiently and accurately - data entry, word processing, database and other software applications, e-mail and Internet to produce correspondence, files, records, forms, reports and other documents.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Inter-Library Loan Assistant	Career Ladder:
Department/Location:	Collection Development	Coll. Development Asst
Range:	3	Range 5 positions
Reports to:	Reg Coordinator, Collection Development	Range 6 positions
Status:	Non-exempt	
Date Approved:	5-1-01	
Date Revised:	7-1-02, 6-6-03, 01-20-09, 01-19-10, <u>9-14-10</u>	

Position Summary:

Under direct supervision, the position of Inter-Library Loan Assistant exists to provide support services in the Inter-Library Loan office to facilitate the sending and receiving of ILL materials to library customers.

Education/Experience:

Completion of high school or equivalent formal education.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Receives, fills, and processes ILL requests from other libraries and agencies for library materials owned by GRRL to fill such requests as part of statewide and nation-wide library cooperation.	45 <u>40</u>
2. Processes and maintains files on ILL materials borrowed by GRRL from other libraries and notifies customers to pick up their ILL materials. Prepares and processes ILL materials for return to home library.	40
3. Using the automated system, registers other libraries as ILL borrowers, adds temp ILL records to facilitate the circulation of ILL materials and tracks the date due status of ILL items to facilitate their timely return.	5
4. Communicates verbally and in writing with other libraries and agencies relating to ILL.	2
5. Uses the computer to maintain ILL files and reports, keeping track of loans and their status, and compiles statistics on loans to be used in annual reports.	5
6. Processes overdues and billing processes for unreturned materials.	3
<u>7. Directs work of Library Aides and Volunteers in tasks relating to Interlibrary Loan and Distribution.</u>	<u>5</u>

Non-Essential Job Duties:

- 1. Participates in professional meetings, workshops and related continuing education activities to represent GRRL and to keep current on changing trends in areas related to job tasks.
- 2.

Qualifications:

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

- 1. Ability to utilize computer skills to access and proficiently use the circulation module of GRRL's automated system.
- 2. Ability to operate a variety of office and library equipment including computer and printer, photocopier, fax machines.
- 3. Ability to operate a multi-line telephone system including direct dialing station and voice mail sufficient to route calls quickly, correctly and without disconnecting the caller.
- 4. Ability to satisfactorily and accurately answer customer requests for information regarding ILL requests.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

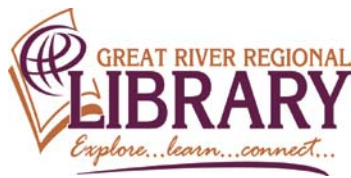
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Inter-Library Loan Assistant at GRRL and, if employed, I certify that I can and will perform the essential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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification: Clerk 2 – Communications and Fund Development
Department/Location: Communications and Fund Development
Range: 3
Reports to: Regional Coordinator
Status: Non-Exempt
Date Approved: 5-1-01
Date Revised: 7-1-02, 3-10-05, 4-18-07, 6-12-07, 11-18-08, 1-19-10, 9-14-10

Career Ladder:
 Inter-Library Loan Asst
 Library Assistant 1
 Range 6 positions
 Associate Librarian

Position Summary:

Under direct supervision, the position of Clerk 2 in the Communications and Fund Development Department is responsible for assisting in the production and distribution of printed and promotional materials, fund development correspondence and appeals, and providing administrative support for the department.

Education/Experience:

Completion of high school or equivalent formal education. At least two years of related experience strongly preferred.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Participates as an effective member of the Communications and Fund Development Department. Participates in establishing and implementing communications and fund development policies, procedures, plans, goals, and budgets.	ongoing
2. Assists in the creation, implementation and evaluation of Fund Development programs. <ul style="list-style-type: none"> a. Maintains constituent database for mailings, reports, newsletters, and personal visits. Provides timely information for donor relations development and support including data entry, tracking and maintenance of donor database and reporting. b. Prepares standard donor/prospect correspondence. c. Assists in preparation and coordination of timely direct mail solicitations to donors/prospects using donor software, mail merge, etc. 	15
3. Follows predetermined formats and produces signage and other items used in GRRL libraries to assist customers in finding library materials.	2
4. Maintains and updates files of graphic materials created by department to ensure consistent information delivery and for ease in locating materials for future use.	2
5. Using desktop publishing software, produces printed items including activity sheets that contain text and clip-art images, signage, text lists and other	60

materials to assist department in completing projects.	
6. Creates a variety of promotional displays and assists with set up as necessary	5
7. Performs a range of support activities to assist the Graphic Designer department.	10
8. Coordinate mailings -for department initiatives.	3
9. Monitor and order department supplies.	3

Non-Essential Job Duties:

Qualifications:

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

1. Ability to operate a variety of office and library equipment including a computer, paper cutter and photocopier.
2. Desktop publishing skills
3. Good interpersonal communication skills
4. Strong organizational skills and attention to detail
5. Good creativity and judgment, with the ability to work independently and manage multiple projects and deadlines
6. Ability and willingness to work in fast-paced environment, positive attitude, enjoys challenging work.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

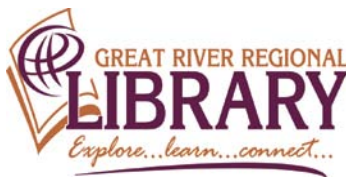
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Clerk 2 at GRRL and, if employed, I certify that I can and will perform the essential and non-essential functions of the position. Management reserves the right to change job responsibilities, duties and hours as needs prevail. This document is for management communication only and does not indicate a written or implied contract of employment.

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Clerk 2 – Technical Services	Career Ladder:
Department/Location:	Technical Services	Inter-Library Loan Asst
Range:	3	Library Assistant 1
Reports to:	Technical Services Specialist	Range 6 positions
Status:	Non-Exempt	Library Assistant 3
Date Approved:	5-1-01	Technical Services Specialist
Date Revised:	7-1-02, 8-8-02, 1-14-03, 7-11-03, 1-31-05, 4-18-07, 11-13-07, 1-19-10, <u>9-14-10</u>	

Position Summary:

Under direct supervision, the position of Technical Services Clerk exists to perform printing and processing tasks to prepare library materials for circulation.

Education/Experience:

Completion of high school or equivalent formal education.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Unpacks shipments of new materials, checks packing slips and prepares new materials for processing and cataloging.	15
2. Processes, maintains and repairs library materials following detailed instructions to prepare library materials for circulation	20
3. Prints and prepares a variety of labels and bookmarks to be used to properly process library materials for cataloging.	10
4. Evaluates physical condition of damaged items and repairs materials deemed salvageable and cost-effectively repairable.	15
5. Organizes and handles materials awaiting replacement parts.	1
6. Checks in and maintains periodicals and processes periodical claims for titles or issues not received and delivers periodicals to the appropriate area of the library to be available for use by staff and customers.	5
7. Removes specific links from specific holding records for withdrawn items that are not last copies.	10
8. Performs routine processing tasks.	1
9. Prepares outgoing mail following postal regulations.	3
10. Links specific items to specific holding records on the automated system and delivers materials to the appropriate area to allow for circulation to customers.	15
11. Opens, sorts, processes and routes all incoming library first-class mail to the appropriate department or individual.	3
12. Inputs acquisition information from journals and other selection sources into vendor databases.	1
13. Makes changes to location and collection by eds iting codes in the item record.	1

Non-Essential Job Duties:

1. Organizes routine processing tasks for volunteers and specific staff in other departments to assist in the completion of Technical Services tasks.
2. Fills requests and maintains an inventory of supplies from HQ and branch staff to allow them to complete their assigned tasks.
3. Consults with vendors regarding the purchase and maintenance of periodicals, supplies and materials for GRRL.
4. Assists Inter-Library Loan Assistant with ILL check-ins, holds, returns and filing.

Qualifications:

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

1. Ability to use the automated computer system to correctly link library materials to the correct holdings record.
2. Ability to accurately and quickly process library materials, supply requests and the outgoing mail.
3. Ability to check in periodicals and maintain records of fulfillment of orders.
4. Ability to enter information into an established computer database and print reports.
5. Ability to operate a variety of office and library equipment including computer and printer, postage meter and scale, photocopier, CD, cassette, DVD and VHS player, scanner, video inspector and fax machine.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Driver	Career Ladder:
Department/Location:	Distribution	Custodian
Range:	3	Library Assistant 2
Reports to:	Distribution Supervisor	Distribution Supervisor
Status:	Non-Exempt	
Date Approved:	5-1-01	
Date Revised:	7-1-02, 09-16-08, 03-19-09, 1-19-10, <u>9-14-10</u>	

Position Summary:

Under direct supervision, the position of Driver in Distribution exists to perform a variety of duties related to the delivery of library materials.

Education/Experience:

Completion of high school or equivalent formal education.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Drives delivery van following an established schedule. Delivers library materials to all GRRL locations and delivery points.	85
2. Loads and unloads materials for deliveries of all delivery items at their correct destination. <u>Follows procedures such as locking up and setting alarms at each location to ensure the security of the library buildings.</u>	10
3. Keeps written records-Reports information related to vehicle performance and maintenance <u>to the Distribution Supervisor.</u>	1
4. Arranges for routine maintenance of vehicles and reports to the Distribution Supervisor on the condition of vehicles.	1
5. Performs regular custodial duties on the interior of vehicles and washes vehicle as needed.	1
6. Substitutes for other drivers as needed.	1
7. Completes other deliveries and vehicle transportation as required.	1

Non-Essential Job Duties:

1. Performs minor vehicle repairs to keep vehicles in good operating condition.

Qualifications:

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

1. Possession of a valid Minnesota's driver's license and the ability to maintain a good driving record to ensure safe operation of library vehicles.

2. Ability to operate a delivery van on assigned routes skillfully, safely and in accordance with traffic laws and regulations to ensure safe and timely operation.
3. Ability to apply knowledge of the basic operation and maintenance requirements of library vehicles to ensure that maintenance requirements are met.
4. Ability to organize delivery bags so materials are delivered to their proper destination.
5. Ability to perform minor vehicles repairs to keep vehicle operation safe and timely.
6. Ability to make good judgments about weather conditions, road conditions and vehicle capacity and make changes in daily route or scheduled based on those factors.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

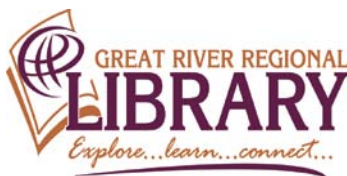
I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Driver at GRRL and, if employed, I certify that I can and will perform the essential and non-essential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

Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Library Aide - Circulation	Career Ladder:
Department/Location:	Circulation	Clerk
Range:	1	Inter-Library Loan Asst
Reports to:	Specialists, Branch Managers, LAI	Library Assistant 1
Status:	Non-Exempt	Range 6 positions
Date Approved:	5-1-01	Library Assistant 3
Date Revised:	7-1-02, 3-24-03, 3-19-05, 6-13-06, 1-19-10, <u>9-14-10</u>	

Position Summary:

Under direct supervision, the position of Library Aide exists to shelve and check in library materials, prepare materials for packing and unpacking, searches for library materials to fill requests, and other ancillary non-public services activities.

Education/Experience:

None required.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. A Library Aide in circulation will be assigned a focus area as defined below but will be cross-trained and have the ability to complete tasks in both areas. a. Arranges library materials on carts in alphabetical and numerical order in preparation for shelving. Shelves returned library materials to ensure materials are available for use by the public. a-b. Checks in library materials and operation the library's automated materials handling system (AMHS).	570
2. Shelves returned library materials to ensure materials are available to be used by the public. Arranges library materials on carts in alphabetical and numerical order in preparation for shelving.	510
3. Checks shelf order of shelved library materials to ensure proper order and timely rotation of library materials.	5
Checks in library materials.	45
4. Utilizes the library's circulation system to prepare library materials for delivery to other locations.	5
Locates information about library materials on the on-line catalog as assigned.	5
5. Searches for and locates library materials as directed.	5
Keeps count of certain library data as directed.	5
6. Calls library patrons to notify them of holds received.	5
7. Directs library users to appropriate staff or resources.	5 ongoing
8. Assists with routine non-public service tasks in other departments/locations as directed.	5 ongoing
Utilizes Library Circulation System to generate pull list, phone list and expired hold list to facilitate accurate and timely delivery of library materials.	5

Non-Essential Job Duties:

Qualifications:

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

1. At least 14 years of age.
2. Ability to use the computer system to check in materials, change item status, and look up use and location information.
3. Ability to arrange and retrieve library materials according to alphabetical and numerical filing systems.
4. Ability to accurately distribute materials by correctly interpreting the routing slips.
5. Ability to determine and abide by the limitations of this position in dealing with the public.
6. Ability to use library equipment including photocopiers, fax machines, and microfilm reader-printers.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

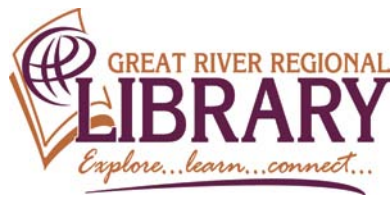
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Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Library Aide - Distribution	Career Ladder:
Department/Location:	Distribution Services/HQ	Clerk
Range:	1	Inter-Library Loan Asst
Reports to:	Distribution Supervisor	Library Assistant 1
Status:	Non-Exempt	Range 6 positions
		Library Assistant 3
Date Approved:	5-1-01	
Date Revised:	7-1-02, 3-24-03, 3-19-05, 6-13-06, 7-14-09, 1-19-10, <u>9-14-10</u>	

Position Summary:

Under direct supervision, the position of Distribution Aide exists to prepare materials for packing and unpacking, and other ancillary non-public services activities.

Education/Experience:

None required.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Utilizes the library's circulation system to check in library materials as necessary and appropriate changes statuses as appropriate on Weeding, Mending and other materials as assigned.	4
2. Utilizes the library's circulation system to prepare library materials for delivery to other locations and ensures that the status of materials <u>handled</u> is correct. and that GRRL libraries and customers receive materials as quickly as possible.	10
3. Performs the packing and unpacking of deliveries to ensure that work is done accurately, and assists delivery driver with loading and unloading vehicle. <u>Unpacks, notes street dates and sorts shipments of new library materials under direction of Acquisitions Assistant.</u>	50
4. Makes copies and/or faxes specific library materials.	1
5. Directs library users to appropriate staff or resources.	1
6. Assists with routine library aide tasks in other departments/locations as directed.	1
7. <u>Works with InterLibrary Loan staff to handle incoming and outgoing materials from both GRRL and external deliveries</u>	30
8. <u>Drives GRRL vehicles on an irregular basis as assigned</u>	3

Non-Essential Job Duties:

Qualifications:

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

1. At least 16 years of age.
2. Ability to use the computer system to check in materials, change item status, and look up use and location information.
3. Ability to arrange and retrieve library materials according to alphabetical and numerical filing systems.
4. Ability to accurately distribute materials by correctly interpreting the routing slips.
5. Ability to determine and abide by the limitations of this position in dealing with the public.
6. Ability to use library equipment including photocopiers, fax machines, and microfilm reader-printers.
7. Possession of a valid Minnesota driver's license and the ability to ensure safe operation of library vehicles

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

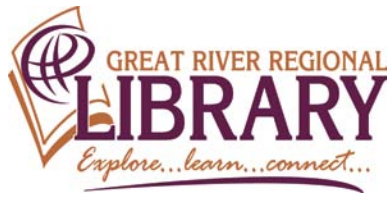
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Employee's Signature

Date

Supervisor's Signature

Date



**GREAT RIVER REGIONAL LIBRARY
POSITION DESCRIPTION**

Classification:	Library Aide	Career Ladder:
Department/Location:	Technical Services	Clerk
Range:	1	Inter-Library Loan Asst
Reports to:	Technical Services Specialist	Library Assistant 1
Status:	Non-Exempt	Range 6 positions
Date Approved:	8-2-02	Library Assistant 3
Date Revised:	1-15-03, 7-11-03, 2-25-05, 3-19-05, 6-13-05, 1-19-10, <u>9-14-10</u>	

Position Summary:

Under general supervision, the Library Aide in Technical Services performs a variety of routine physical processing tasks on library materials. The Library Aide is expected to develop skill in performing these repetitive manual tasks in a neat and accurate manner with attention to detail.

Education/Experience:

None required.

Essential Job Duties:

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

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

Essential Job Duties	Recommended %
1. Retrieves from loading dock, unpacks and sorts shipments of materials.	25
2. Using information on work slips and standard procedures, processes library materials as directed.	65
3. Using the automation system, scans materials and makes status changes or fills requests.	2
4. Assists with mending worn materials.	3
5. Assists other departments as directed with routine library aide tasks.	1
6. De-processes and prepares for sale withdrawn and gift materials not selected for the collection.	1
7. Participates in Technical Services and Collection Development meetings as directed.	3

Non-Essential Job Duties:

Qualifications:

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

1. At least 14 years of age.
2. Able to compare information on work slips with information on materials for accuracy.
3. Able to distinguish between various types of materials to determine which procedures are to be done on each type.
4. Able to apply colored dots, labels, printed slips and tape on materials in a consistent, straight and neat manner.
5. Able to use the computer system to check in materials, change item status, and look up use and location information.
6. Able to arrange and retrieve library materials according to alphabetical and numerical filing systems.

Language Skills:

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

Physical Demands and Work Environment:

The physical demands and work environment characteristics described on the attached Physical Demands Analysis are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acceptance Statement

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Employee's Signature

Date

Supervisor's Signature

Date

GREAT RIVER REGIONAL LIBRARY
Position Physical Demand Analysis

DISTRIBUTION SUPERVISOR
 Position

COLLECTION DEVELOPMENT
 Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a.	Sit	1	(2)	3	(4)	5	6	7	8
b.	Stand	1	(2)	3	(4)	5	6	7	8
c.	Walk	1	(2)	3	4	5	6	7	8

Not at all	Occasionally	Frequently	Continuously
(0%)	(1-33%)	(34-66%)	(67-100%)

2. On the job you:

a.	Bend/Stoop	___	_X_	___	___
b.	Squat	___	_X_	___	___
c.	Crawl	_X_	___	___	___
d.	Climb Height	_X_	___	___	___
e.	Reach above shoulder level	___	_X_	___	___
f.	Crouch	___	_X_	___	___
g.	Kneel	___	_X_	___	___
h.	Balance	_X_	___	___	___
i.	Push/pull	___	___	_X_	___
j.	Twist	___	_X_	___	___

3. On the job you carry:

a.	Up to 10 lbs.	___	___	___	_X_
b.	11-24 lbs.	___	___	_X_	___
c.	25-34 lbs.	___	_X_	___	___
d.	35-50 lbs.	___	_X_	___	___
e.	over 50 lbs.	_X_	___	___	___

4. On the job you lift:

a.	Up to 10 lbs.	___	___	___	_X_
b.	11-24 lbs.	___	___	_X_	___
c.	25-34 lbs.	___	_X_	___	___
d.	35-50 lbs.	___	_X_	___	___
e.	over 50 lbs.	_X_	___	___	___

5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
<u> X </u> Yes <u> X </u> No	<u> X </u> Yes <u> X </u> No	<u> X </u> Yes <u> X </u> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a.	Right <u> X </u> Yes <u> </u> No	<u> X </u> Yes <u> </u> No	<u> X </u> Yes <u> </u> No
b.	Left <u> X </u> Yes <u> </u> No	<u> X </u> Yes <u> </u> No	<u> X </u> Yes <u> </u> No

7.	This job requires:	Yes	No	Comments
	a. Working on unprotected heights	<u> </u>	<u> X </u>	_____
	b. Being around moving equipment	<u> X </u>	<u> </u>	<u> Vehicles in garage </u>
	c. Exposure to marked changes in temperature and humidity	<u> X </u>	<u> </u>	<u> Delivery in all seasons </u>
	d. Driving automotive equipment	<u> X </u>	<u> </u>	<u> Deliveries & Special Stations </u>
	e. Exposure to dust, fumes, and gases	<u> X </u>	<u> </u>	<u> Automotive/garage </u>
	f. Working in restricted spaces	<u> X </u>	<u> </u>	<u> Cargo space in van </u>

COMMENTS:

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____

**GREAT RIVER REGIONAL LIBRARY
Position Physical Demand Analysis**

REGIONAL COORDINATOR
COLLECTION DEVELOPMENT
Position

MATERIALS SERVICES/HQ
Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a.	Sit	1	2	3	4	(5)	<u>(6)</u>	7	8
b.	Stand	(1)	2	3	4	5	6	7	8
c.	Walk	<u>(1)</u>	(2)	3	4	5	6	7	8

Not at all	Occasionally	Frequently	Continuously
(0%)	(1-33%)	(34-66%)	(67-100%)

2. On the job you:

a.	Bend/Stoop	_____	<u> X </u>	_____	_____
b.	Squat	_____	<u> X </u>	_____	_____
c.	Crawl	_____	<u> X </u>	_____	_____
d.	Climb Height	_____	<u> X </u>	_____	_____
e.	Reach above shoulder level	_____	<u> X </u>	_____	_____
f.	Crouch	_____	<u> X </u>	_____	_____
g.	Kneel	_____	<u> X </u>	_____	_____
h.	Balance	<u> X </u>	_____	_____	_____
i.	Push/pull	_____	<u> X </u>	_____	_____
j.	Twist	_____	<u> X </u>	_____	_____

3. On the job you carry:

a.	Up to 10 lbs.	_____	_____	<u> X </u>	_____
b.	11-24 lbs.	_____	<u> X </u>	_____	_____
c.	25-34 lbs.	_____	<u> X </u>	_____	_____
d.	35-50 lbs.	_____	<u> X </u>	_____	_____
e.	over 50 lbs.	<u> X </u>	_____	_____	_____

4. On the job you lift:

a.	Up to 10 lbs.	_____	_____	<u> X </u>	_____
b.	11-24 lbs.	_____	<u> X </u>	_____	_____
c.	25-34 lbs.	_____	<u> X </u>	_____	_____
d.	35-50 lbs.	_____	<u> X </u>	_____	_____
e.	over 50 lbs.	<u> X </u>	_____	_____	_____

5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
___Yes <u>X</u> No	___Yes <u>X</u> No	___Yes <u>X</u> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a.	Right <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No
b.	Left <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No

7.	This job requires:	Yes	No	Comments
	a. Working on unprotected heights	___	<u>X</u>	_____
	b. Being around moving equipment	___	<u>X</u>	_____
	c. Exposure to marked changes in temperature and humidity	___	<u>X</u>	_____
	d. Driving automotive equipment	<u>X</u>	___	_____
	e. Exposure to dust, fumes, and gases	___	<u>X</u>	_____
	f. Working in restricted spaces	___	<u>X</u>	_____
	g. Reading computer screens	<u>X</u>	___	_____
	h. Using the telephone	<u>X</u>	___	_____
	i. Using a computer keyboard	<u>X</u>	___	_____

COMMENTS:

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____

**GREAT RIVER REGIONAL LIBRARY
Position Physical Demand Analysis**

CIRCULATION AIDE
Position

CIRCULATION/SCPL
Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a.	Sit	<u>(1)</u>	2	(3)	4	5	6	7	8
b.	Stand	1	2	(3)	(4)	5	6	7	8
c.	Walk	1	(2)	<u>(3)</u>	4	5	6	7	8

Not at all	Occasionally	Frequently	Continuously
(0%)	(1-33%)	(34-66%)	(67-100%)

2. On the job you:

a.	Bend/Stoop	_____	_____	_____	<u> X </u>
b.	Squat	_____	_____	<u> X </u>	_____
c.	Crawl	_____	<u> X </u>	_____	_____
d.	Climb Height	_____	<u> X </u>	_____	_____
e.	Reach above shoulder level	_____	_____	<u> X </u>	_____
f.	Crouch	_____	<u> X </u>	_____	_____
g.	Kneel	_____	<u> X </u>	_____	_____
h.	Balance	_____	<u> X </u>	_____	_____
i.	Push/pull	_____	_____	<u> X </u>	_____
j.	Twist	_____	_____	<u> X </u>	_____
k.	Climb Ladder	_____	 X 	_____	_____

3. On the job you carry:

a.	Up to 10 lbs.	_____	_____	_____	<u> X </u>
b.	11-24 lbs.	_____	_____	<u> X </u>	_____
c.	25-34 lbs.	_____	<u> X </u>	_____	_____
d.	35-50 lbs.	_____	<u> X </u>	_____	_____
e.	over 50 lbs.	_____	<u> X </u>	_____	_____

4. On the job you lift:

a.	Up to 10 lbs.	_____	_____	_____	<u> X </u>
b.	11-24 lbs.	_____	_____	<u> X </u>	_____
c.	25-34 lbs.	_____	<u> X </u>	_____	_____
d.	35-50 lbs.	_____	<u> X </u>	_____	_____
e.	over 50 lbs.	_____	<u> X </u>	_____	_____

5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
___Yes <u>X</u> No	___Yes <u>X</u> No	___Yes <u>X</u> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a.	Right <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No
b.	Left <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No

7. This job requires:

	Yes	No	Comments
a. Working on unprotected heights	___	<u>X</u>	_____
b. Being around moving equipment	<u>X</u>	___	_____
c. Exposure to marked changes in temperature and humidity	___	<u>X</u>	_____
d. Driving automotive equipment	___	<u>X</u>	_____
e. Exposure to dust, fumes, and gases	___	<u>X</u>	_____
f. Working in restricted spaces	___	<u>X</u>	_____
g. Pushing library carts and bins	<u>X</u>	___	_____
h. <u>Work in close proximity to moving machinery</u>	<u>X</u>	___	_____

COMMENTS:

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____

**GREAT RIVER REGIONAL LIBRARY
Position Physical Demand Analysis**

LIBRARY AIDE – DISTRIBUTION
Position

DISTRIBUTION/HEADQUARTERS
Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a.	Sit	(1)	2	3	4	5	6	7	8
b.	Stand	1	2	3	(4)	5	6	7	8
c.	Walk	1	2	(3)	4	5	6	7	8

Not at all	Occasionally	Frequently	Continuously
(0%)	(1-33%)	(34-66%)	(67-100%)

2. On the job you:

a.	Bend/Stoop	_____	_____	_____	<u> X </u>
b.	Squat	_____	_____	<u> X </u>	_____
c.	Crawl	_____	<u> X </u>	_____	_____
d.	Climb Height	_____	<u> X </u>	_____	_____
e.	Reach above shoulder level	_____	_____	<u> X </u>	_____
f.	Crouch	_____	<u> X </u>	_____	_____
g.	Kneel	_____	<u> X </u>	_____	_____
h.	Balance	_____	<u> X </u>	_____	_____
i.	Push/pull	_____	_____	<u> X </u>	_____
j.	Twist	_____	_____	<u> X </u>	_____

3. On the job you carry:

a.	Up to 10 lbs.	_____	_____	_____	<u> X </u>
b.	11-24 lbs.	_____	_____	<u> X </u>	_____
c.	25-34 lbs.	_____	<u> X </u>	_____	_____
d.	35-50 lbs.	_____	<u> X </u>	_____	_____
e.	over 50 lbs.	_____	<u> X </u>	_____	_____

4. On the job you lift:

a.	Up to 10 lbs.	_____	_____	_____	<u> X </u>
b.	11-24 lbs.	_____	_____	<u> X </u>	_____
c.	25-34 lbs.	_____	<u> X </u>	_____	_____
d.	35-50 lbs.	_____	<u> X </u>	_____	_____
e.	over 50 lbs.	_____	<u> X </u>	_____	_____

5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
<u> X </u> Yes <u> X </u> No	<u> X </u> Yes <u> X </u> No	<u> X </u> Yes <u> X </u> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a.	Right <u> X </u> Yes <u> </u> No	<u> X </u> Yes <u> </u> No	<u> X </u> Yes <u> </u> No
b.	Left <u> X </u> Yes <u> </u> No	<u> X </u> Yes <u> </u> No	<u> X </u> Yes <u> </u> No

7.	This job requires:	Yes	No	Comments
a.	Working on unprotected heights	<u> </u>	<u> X </u>	_____
b.	Being around moving equipment	<u> X </u>	<u> </u>	_____
c.	Exposure to marked changes in temperature and humidity	<u> X </u>	<u> </u>	_____
d.	Driving automotive equipment	<u> X </u>	<u> </u>	_____
e.	Exposure to dust, fumes, and gases	<u> X </u>	<u> </u>	_____
f.	Working in restricted spaces	<u> X </u>	<u> </u>	_____
g.	Pushing library carts and bins	<u> X </u>	<u> </u>	_____
h.	_____	<u> </u>	<u> </u>	_____

COMMENTS:

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____

GREAT RIVER REGIONAL LIBRARY
Position Physical Demand Analysis

LIBRARY AIDE
 Position

TECHNICAL SERVICES
 Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a. Sit	1	2	3	4	5	6	(7)	8
b. Stand	1	2	3	4	5	6	7	8
c. Walk	(1)	2	3	4	5	6	7	8

Walking or standing involved varies since tasks and length of work period varies.

Not at all	Occasionally	Frequently	Continuously
(0%)	(1-33%)	(34-66%)	(67-100%)

2. On the job you:

a. Bend/Stoop	___	_X_	___	___
b. Squat	_X_	___	___	___
c. Crawl	_X_	___	___	___
d. Climb Height	_X_	___	___	___
e. Reach above shoulder level	___	_X_	___	___
f. Crouch	_X_	___	___	___
g. Kneel	_X_	___	___	___
h. Balance	_X_	___	___	___
i. Push/pull	___	___	_X_	___
j. Twist	___	_X_	___	___

3. On the job you carry:

a. Up to 10 lbs.	___	_X_	___	___
b. 11-24 lbs.	___	_X_	___	___
c. 25-34 lbs.	X	X	___	___
d. 35-50 lbs.	___	_X_	___	___
e. over 50 lbs.	X	X	___	___

4. On the job you lift:

a. Up to 10 lbs.	___	___	___	_X_
b. 11-24 lbs.	___	___	_X_	___
c. 25-34 lbs.	___	_X_	___	___
d. 35-50 lbs.	___	_X_	___	___
e. over 50 lbs.	_X_	___	___	___

5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
___Yes <u>X</u> No	___Yes <u>X</u> No	___Yes <u>X</u> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a.	Right <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No
b.	Left <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No

7. This job requires:

	Yes	No	Comments
a. Working on unprotected heights	___	<u>X</u>	_____
b. Being around moving equipment	___	<u>X</u>	_____
c. Exposure to marked changes in temperature and humidity	___	<u>X</u>	_____
d. Driving automotive equipment	___	<u>X</u>	_____
e. Exposure to dust, fumes, and gases	___	<u>X</u>	<u>occasionally</u>
f. Working in restricted spaces	___	<u>X</u>	_____
g. Pushing library carts	<u>X</u>	___	_____
h. _____	___	___	_____

COMMENTS:

Involves removing materials from multiple boxes, sorting them onto carts or shelves and marking packing lists.

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____

**GREAT RIVER REGIONAL LIBRARY
Position Physical Demand Analysis**

COLLECTION DEVELOPMENT ASSISTANT
Position

COLLECTION DEVELOPMENT
Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a.	Sit	1	2	3	4	5	(6)	7	8
b.	Stand	(1)	2	3	4	5	6	7	8
c.	Walk	(1)	2	3	4	5	6	7	8

Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
---------------------------	--------------------------------	-------------------------------	----------------------------------

2. On the job you:

a.	Bend/Stoop	___	<u>X</u>	___	___
b.	Squat	___	<u>X</u>	___	___
c.	Crawl	<u>X</u>	___	___	___
d.	Climb Height	<u>X</u>	___	___	___
e.	Reach above shoulder level	___	<u>X</u>	___	___
f.	Crouch	___	<u>X</u>	___	___
g.	Kneel	___	<u>X</u>	___	___
h.	Balance	___	<u>X</u>	___	___
i.	Push/pull	___	<u>X</u>	___	___
j.	Twist	___	<u>X</u>	___	___

3. On the job you carry:

a.	Up to 10 lbs.	___	___	<u>X</u>	___
b.	11-24 lbs.	___	<u>X</u>	___	___
c.	25-34 lbs.	___	<u>X</u>	___	___
d.	35-50 lbs.	<u>X</u>	___	___	___
e.	over 50 lbs.	<u>X</u>	___	___	___

4. On the job you lift:

a.	Up to 10 lbs.	___	<u>X</u>	___	___
b.	11-24 lbs.	___	<u>X</u>	___	___
c.	25-34 lbs.	___	<u>X</u>	___	___
d.	35-50 lbs.	<u>X</u>	___	___	___
e.	over 50 lbs.	<u>X</u>	___	___	___

5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
___Yes <u>X</u> No	___Yes <u>X</u> No	___Yes <u>X</u> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a.	Right ___Yes <u>X</u> No	___Yes <u>X</u> No	<u>X</u> Yes <u>X</u> No
b.	Left ___Yes <u>X</u> No	___Yes <u>X</u> No	<u>X</u> Yes <u>X</u> No

7.	This job requires:	Yes	No	Comments
a.	Working on unprotected heights	___	<u>X</u>	_____
b.	Being around moving equipment	___	<u>X</u>	_____
c.	Exposure to marked changes in temperature and humidity	___	<u>X</u>	_____
d.	Driving automotive equipment	___	<u>X</u>	_____
e.	Exposure to dust, fumes, and gases	___	<u>X</u>	_____
f.	Working in restricted spaces	___	<u>X</u>	_____
g.	<u>Keyboarding</u>	___	<u>X</u>	_____
h.	<u>Taking items off/on shelves/carts</u>	___	<u>X</u>	_____

COMMENTS:

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____

GREAT RIVER REGIONAL LIBRARY

Position Physical Demand Analysis

BRANCH ASSISTANT

BRANCH LIBRARY

Position

Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a.	Sit	1		(3)	4	5	6	7	8
b.	Stand	1	2	3	(4)		6	7	8
c.	Walk	(1)	2	3	4	5	6	7	8

Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
---------------------------	--------------------------------	-------------------------------	----------------------------------

2. On the job you:

a.	Bend/Stoop	___	___	<u>X</u>	___
b.	Squat	___	___	<u>X</u>	___
c.	Crawl	<u>X</u>	<u>X</u>	___	___
d.	Climb Height	___	<u>X</u>	___	___
e.	Reach above shoulder level	___	___	<u>X</u>	___
f.	Crouch	___	___	<u>X</u>	___
g.	Kneel	___	___	<u>X</u>	___
h.	Balance	<u>X</u>	___	___	___
i.	Push/pull	___	___	<u>X</u>	___
j.	Twist	___	___	<u>X</u>	___

3. On the job you carry:

a.	Up to 10 lbs.	___	___	<u>X</u>	___
b.	11-24 lbs.	___	___	<u>X</u>	___
c.	25-34 lbs.	___	<u>X</u>	___	___
d.	35-50 lbs.	<u>X</u>	___	___	___
e.	over 50 lbs.	<u>X</u>	___	___	___

4. On the job you lift:

a.	Up to 10 lbs.	___	___	<u>X</u>	___
b.	11-24 lbs.	___	___	<u>X</u>	___
c.	25-34 lbs.	___	<u>X</u>	___	___
d.	35-50 lbs.	<u>X</u>	___	___	___
e.	over 50 lbs.	<u>X</u>	___	___	___

5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
___Yes <u>X</u> No	___Yes <u>X</u> No	___Yes <u>X</u> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a.	Right <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No
b.	Left <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No

7.	This job requires:	Yes	No	Comments
a.	Working on unprotected heights	___	<u>X</u>	_____
b.	Being around moving equipment	___	<u>X</u>	_____
c.	Exposure to marked changes in temperature and humidity	___	<u>X</u>	_____
d.	Driving automotive equipment	___	<u>X</u>	_____
e.	Exposure to dust, fumes, and gases	___	<u>X</u>	_____
f.	Working in restricted spaces	___	<u>X</u>	_____
g.	_____	___	___	_____
h.	_____	___	___	_____

COMMENTS:

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____

**GREAT RIVER REGIONAL LIBRARY
Position Physical Demand Analysis**

LIBRARY ASSISTANT I
Position

CIRCULATION/SCPL
Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a.	Sit	<u>(1)</u>	(2)	4	5	6	7	8	
b.	Stand	1	2	4	(5)	<u>(6)</u>	7	8	
c.	Walk	(1)		3	4	5	6	7	8

Not at all	Occasionally	Frequently	Continuously
(0%)	(1-33%)	(34-66%)	(67-100%)

2. On the job you:

a.	Bend/Stoop	___	___	<u>X</u>	___
b.	Squat	___	___	<u>X</u>	___
c.	Crawl	___	<u>X</u>	___	___
d.	Climb Height	___	<u>X</u>	___	___
e.	Reach above shoulder level	___	<u>X</u>	___	___
f.	Crouch	___	___	<u>X</u>	___
g.	Kneel	___	___	<u>X</u>	___
h.	Balance	___	<u>X</u>	___	___
i.	Push/pull	___	___	<u>X</u>	___
j.	Twist	___	<u>X</u>	___	___
k.	Climb Ladder	___	<u>X</u>	___	___

3. On the job you carry:

a.	Up to 10 lbs.	___	___	___	<u>X</u>
b.	11-24 lbs.	___	___	<u>X</u>	___
c.	25-34 lbs.	___	<u>X</u>	___	___
d.	35-50 lbs.	___	<u>X</u>	___	___
e.	over 50 lbs.	___	<u>X</u>	___	___

4. On the job you lift:

a.	Up to 10 lbs.	___	___	___	<u>X</u>
b.	11-24 lbs.	___	___	<u>X</u>	___
c.	25-34 lbs.	___	<u>X</u>	___	___
d.	35-50 lbs.	X	<u>X</u>	___	___
e.	over 50 lbs.	<u>X</u>	___	___	___

5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
___Yes <u>X</u> No	___Yes <u>X</u> No	___Yes <u>X</u> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a.	Right <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No
b.	Left <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No

7.	This job requires:	Yes	No	Comments
a.	Working on unprotected heights	___	<u>X</u>	_____
b.	Being around moving equipment	<u>X</u>	___	_____
c.	Exposure to marked changes in temperature and humidity	___	<u>X</u>	_____
d.	Driving automotive equipment	___	<u>X</u>	_____
e.	Exposure to dust, fumes, and gases	___	<u>X</u>	_____
f.	Working in restricted spaces	___	<u>X</u>	_____
g.	Pushing library carts & bins	<u>X</u>	___	_____
h.	Exposure to machinery (AMHS)	___	___	_____

COMMENTS:

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____

**GREAT RIVER REGIONAL LIBRARY
Position Physical Demand Analysis**

LIBRARY ASSISTANT II
Position

CIRCULATION/SCPL
Department/Location

Following are the essential physical requirements of the position:

1. In an average hour work day, this job requires: (Circle full capacity for each activity).

Number of hours:

a.	Sit	1	(2)	3	4	5	6	7	8
b.	Stand	1	2	3		(5)	6	7	8
c.	Walk	(1)		3	4	5	6	7	8

Not at all	Occasionally	Frequently	Continuously
(0%)	(1-33%)	(34-66%)	(67-100%)

2. On the job you:

a.	Bend/Stoop	___	_X_	___	___
b.	Squat	___	_X_	___	___
c.	Crawl	___	_X_	___	___
d.	Climb Height	___	_X_	___	___
e.	Reach above shoulder level	___	_X_	___	___
f.	Crouch	___	_X_	___	___
g.	Kneel	___	_X_	___	___
h.	Balance	___	_X_	___	___
i.	Push/pull	___	___	_X_	___
j.	Twist	___	_X_	___	___
k.	Climb Ladder	___	_X_	___	___

3. On the job you carry:

a.	Up to 10 lbs.	___	___	___	_X_
b.	11-24 lbs.	___	___	_X_	___
c.	25-34 lbs.	___	_X_	___	___
d.	35-50 lbs.	___	_X_	___	___
e.	over 50 lbs.	___	_X_	___	___

4. On the job you lift:

a.	Up to 10 lbs.	___	___	___	_X_
b.	11-24 lbs.	___	___	_X_	___
c.	25-34 lbs.	___	_X_	___	___
d.	35-50 lbs.	___	_X_	___	___
e.	over 50 lbs.	___	_X_	___	___

5. On the job, use of the feet for repetitive movements as in operating foot controls is required:

Right	Left	Both
___Yes <u>X</u> No	___Yes <u>X</u> No	___Yes <u>X</u> No

6. On the job, use of the hands for repetitive action, such as the following, is required:

	Simple Grasping	Firm Grasping	Fine Manipulating
a.	Right <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No
b.	Left <u>X</u> Yes ___No	<u>X</u> Yes ___No	<u>X</u> Yes ___No

7. This job requires:

	Yes	No	Comments
a. Working on unprotected heights	___	<u>X</u>	_____
b. Being around moving equipment	<u>X</u>	___	_____
c. Exposure to marked changes in temperature and humidity	___	<u>X</u>	_____
d. Driving automotive equipment	<u>X</u>	___	_____
e. Exposure to dust, fumes, and gases	___	<u>X</u>	_____
f. Working in restricted spaces	<u>X</u>	___	_____
g. Pushing library carts and bins	<u>X</u>	___	_____
h. <u>Working around moving machinery (AMHS)</u>	<u>X</u>	___	_____

COMMENTS:

I have read and understand the above physical requirements of this position. I am able to perform these functions.

Employee Signature _____ Date _____

I have reviewed the essential functions and physical requirements of this position with the employee.

Supervisor Signature _____ Date _____

September 7, 2010

GREAT RIVER REGIONAL LIBRARY
1300 WEST ST GERMAIN STREET
ST CLOUD MN 56301

ATTN: GRRL BOARD OF TRUSTEES

Thank you for your interest in the Health Care Savings Plan (HCSP), administered by the Minnesota State Retirement System (MSRS).

The HCSP contract language submitted by GRRL to MSRS for review is not acceptable under the rules of the Plan. Some of the benefits the money can be used to purchase – specifically, the HSA and MNDCP – allow employees access to the money, even if receipt is postponed. Due to the tax-free nature of the HCSP, employees may not choose another benefit option that allows them access to the cash in lieu of participation in the HCSP. Therefore, we cannot approve the contract.

Due to a communication error on our part, GRRL's administration believed MSRS had approved the proposed HCSP contract language and therefore, presented it to the Board in July. Before an employer group can participate in the Plan, the HCSP contract language must be presented to MSRS in writing for review and approval. Employers are then notified in writing of the approval. Had GRRL's administration known of the approval process, the Board would have been made aware that final approval of the plan presented in July was pending MSRS review. Please accept my apology for the confusion.

If you have any further questions, please feel free to contact me at 651-296-2761 or 1-800-657-5757, extension 5840.

Thank you,



Joy Sperger
Retirement Services

cc: Eric Smith