



1300 W. St. Germain Street
St. Cloud, Minnesota 56301
Tel. 320.650.2500 Fax 320.650.2501

Board of Trustees Personnel Committee Meeting
Tuesday, September 15, 2015, 6:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda

1. Call to Order
2. Adoption/Amendment of Agenda
3. Approval of Minutes – July 21, 2015, Personnel Committee ([Requested Action – Approve](#))
4. Minnesota Wage Disclosure Protection Notice Policy ([Requested Action – Approve](#))
5. Executive Director Employee Performance Review Process ([Requested Action – Approve](#))
6. Computer Systems Analyst Position Description ([Requested Action – Approve](#))
7. Next Meeting: November 17, 2015, at 6:00 p.m.
8. Adjournment

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
July 21, 2015**

A regular meeting of the Great River Regional Library (GRRL) Personnel Committee was called to order on Tuesday evening, July 21, 2015, at 6:01 p.m. in the St. Cloud Public Library Mississippi Room with Board President Mark Bromenschenkel presiding in the absence of a Personnel Committee Chairperson.

<u>Members Present:</u>	<u>Members Excused:</u>	<u>GRRL Staff Present:</u>	<u>GRRL Staff Excused:</u>
Mark Bromenschenkel		Brandi Canter	
Amy Hoagland		Julie Henne	
Dave Kircher		Ryan McCormick	
Rachel Leonard		Aron Murphy	
Michael Messina		Karen Pundsack	
Michael Potter		Jay Roos	
Jim Shovelain		Julie Schmitz	
		Jami Trenam	
		Patricia Waletzko	

ELECTION OF PERSONNEL COMMITTEE CHAIRPERSON

Rachel Leonard nominated Dave Kircher for Personnel Committee Chairperson. The nomination was seconded by Michael Potter. Jim Shovelain made a motion to close nominations and cast a unanimous ballot for Dave Kircher. The motion carried unanimously.

ADOPTION OF AGENDA

Michael Potter made a motion to adopt the agenda as presented. Seconded by Jim Shovelain, the motion carried unanimously.

APPROVAL OF MINUTES

Rachel Leonard moved to approve minutes for the following meetings as presented: March 17 Personnel Committee meeting, March 24 Personnel Committee special meeting, April 9 Personnel Committee special meeting. Seconded by Mark Bromenschenkel, the motion carried unanimously.

MINIMUM WAGE IMPLEMENTATION REQUEST

Julie Schmitz, Associate Director of Human Resources, presented the minimum wage implementation request which would eliminate Pay Range 3 and change the minimum of Pay Range 4 to \$9.00 per hour effective August 1, 2015. Rachel Leonard made a motion to approve the request as presented. Michael Potter seconded the motion.

Jim Shovelain asked about staff reaching the top of the range. Julie Schmitz responded no staff member is near the top of Range 4 and individual merit increases are not given at this time. Increases are currently a general or movement within range increase for all staff.

Upon vote, the motion carried unanimously.

EXECUTIVE DIRECTOR PERFORMANCE REVIEW PROCESS

Julie Schmitz presented the Executive Director performance review process information and asked the Committee for input and direction. Jim Shovelain moved to approve incorporating into the review process the performance review discussion topics from August 2014. The motion was seconded by Michael Potter.

Discussion took place regarding goals, feedback from direct reports and an initial 90-day review period. Following the discussion, the vote carried unanimously.

EXECUTIVE DIRECTOR COMPENSATION

Mark Bromenschenkel opened the discussion by stating Executive Director Karen Pundsack is compensated at the range minimum and, she has declined the movement within range increase that would have been effective July 1. Karen added she is in favor of being compensated in the same manner, using the same policy guidelines, as other GRRL staff. She will also submit, per policy, training and mileage receipts for reimbursement going forward. Discussion followed.

EXECUTIVE DIRECTOR SEARCH PROCESS FOR SUCCESSION PLAN POLICY DEVELOPMENT

Karen Pundsack stated the Executive Director search process and Succession Plan policy development came from Board discussions in the past year. She asked them to consider what they would like the search process and plan to look like in the future.

Jim Shovelain asked the Board about their satisfaction utilizing a hiring consultant for the recent Executive Director search and what questions arose throughout the process that need to be addressed. Discussion included a request to have written expectations for an Executive Director in the Succession Plan with a search process outline. Dave Kircher requested staff provide the current plan and a timeline of the most recent Executive Director search process for the Committee to consider at the meeting in September.

NEXT REGULAR MEETING

The Great River Regional Library Board of Trustees announced that the next Personnel Committee meeting will be Tuesday, September 15, 2015, at 6:00 p.m. in the St. Cloud Public Library Mississippi Room.

ADJOURNMENT

Michael Potter moved to adjourn the meeting at 6:40 p.m. Seconded by Amy Hoagland, the motion carried unanimously.

Dave Kircher, Personnel Committee Chair



Minnesota Wage Disclosure Protection Notice Policy

Submitted by: Julie Schmitz

Associate Director – Human Resources

BOARD ACTION REQUESTED

Information Discussion Approve/Accept

RECOMMENDATION

- Recommend including the attached Minnesota Wage Disclosure Protection Notice in the employee handbook as an addition to GRRL Personnel Policy in order to comply with the Women’s Economic Security Act.

BACKGROUND INFORMATION

Supporting Documents Attached

- 200 Personnel Policy, Chapter 3J. Minnesota Wage Disclosure Protection Notice

FINANCIAL IMPLICATIONS

Estimated Cost: \$ n/a

Funding Source:

Budgeted: Yes

No

ACTION

Passed

Failed

Tabled



200 Personnel Policy

3J. Minnesota Wage Disclosure Protection Notice

Under the Minnesota Wage Disclosure Protection Law, employees have the right to tell any person the amount of their own wages. This law does not require employees to disclose their wages to another person; however, employees may do so if they choose. GRRL may not retaliate against an employee for asserting their rights or remedies under the Wage Disclosure Protection Law. Remedies under the Wage Disclosure Protection Law are to bring a civil action against the employer and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or (800) 342-5354.

Approved Date:

Effective Date:

Revised Date:



Executive Director Performance Review

Submitted by: Julie Schmitz

Associate Director – Human Resources

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

- Recommend using the attached Executive Director Performance Review to evaluate the performance of the Executive Director on an annual basis. The form would be completed by each member of the Board of Trustees as well as the direct reports of the Executive Director. Feedback will be summarized by the Associate Director of Human Resources into one final review for presentation to the Executive Director by the GRRL Board. In addition, a timeline is needed for the next Executive Director review.

BACKGROUND INFORMATION

Supporting Documents Attached

- Executive Director Performance Review form

FINANCIAL IMPLICATIONS

Estimated Cost: \$ n/a

Funding Source:

Budgeted: Yes

No

ACTION

Passed

Failed

Tabled



EXECUTIVE DIRECTOR EMPLOYEE PERFORMANCE REVIEW

Executive Director:	Review Period:
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INSTRUCTIONS FOR BOARD OF TRUSTEES

- Complete the following performance review for the Executive Director and submit to the GRRL Associate Director of Human Resources by October 15.
- Utilize the following ratings to measure performance for each criteria:
 - Needs improvement: The Executive Director is still developing competency or did not consistently achieve expectations and improvement is needed.
 - Meets Expectations: The Executive Director consistently achieved expectations.
 - Exceeds Expectations: The Executive Director consistently exceeded performance expectations.
- The Associate Director of Human Resources will summarize all feedback by October 30 and complete the Executive Director performance review form using the summarized feedback from each member of the Board of Trustees.
- The completed review form will be provided to each member of the Board of Trustees at the November Board meeting for review.
- The Executive Director performance will be reviewed with the Executive Director, in closed session, at the November Board meeting.
- This session will be recorded and the final documents signed by both the Executive Director and the current President of the GRRL Board to be filed in the personnel file.

STRATEGIC PLANNING			
<ul style="list-style-type: none"> ▪ Develops strategic plan for the library that incorporates feedback from all stakeholders. ▪ Reviews the development of library services and programs in response to changing needs or conditions. ▪ Identifies future demands, opportunities and constraints. 	Exceeds Expectations	Meets Expectations	Needs Improvement
Comments:			

ORGANIZATIONAL COMMUNICATION			
<ul style="list-style-type: none"> ▪ Creates an open door environment with multiple communication channels where staff is comfortable discussing their concerns. ▪ Demonstrates ability to present information effectively orally and in writing. ▪ Handles difficult situations with professionalism and diplomacy. 	Exceeds Expectations	Meets Expectations	Needs Improvement
Comments:			

COMMUNITY LEADERSHIP			
<ul style="list-style-type: none"> ▪ Represents and promotes the organization with its various constituencies. ▪ Serves as an advocate for the library to funding and regulatory bodies at the local, state and federal levels. ▪ Maintains positive relationships with community resources and maximizes partnerships. 	Exceeds Expectations	Meets Expectations	Needs Improvement
<p>Comments:</p>			

RELATIONSHIP WITH THE BOARD OF TRUSTEES			
<ul style="list-style-type: none"> ▪ Maintains positive and effective working relationships with Board members. ▪ Keeps the Board informed about issues, needs and operation of the organization. ▪ Supports Board policy/actions to staff and the public. 	Exceeds Expectations	Meets Expectations	Needs Improvement
<p>Comments:</p>			

MANAGEMENT OF HUMAN RESOURCES			
	Exceeds Expectations	Meets Expectations	Needs Improvement
<ul style="list-style-type: none"> ▪ Maintains a collaborative and respectful workplace environment. ▪ Delegates effectively, making the best use of skills and resources within the team. ▪ Provides direction and coaching to direct reports in the effective operation of library service areas. 			
<p>Comments:</p>			

FINANCIAL MANAGEMENT			
	Exceeds Expectations	Meets Expectations	Needs Improvement
<ul style="list-style-type: none"> ▪ Oversees the development of and works with the Board to finalize the annual budget; manages costs and budgets appropriately. ▪ Ensures compliance with financial reporting standards and requirements as well as applicable local, state and federal laws and regulations. ▪ Helps to identify and solicit resources for acquiring funds. 			
<p>Comments:</p>			

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Overall Rating	Exceeds Expectations	Meets Expectations	Needs Improvement

Overall comments:

Completed by (please print): _____	
_____ Signature	_____ Date



Computer Systems Analyst Position Description Updates

Submitted by: Julie Schmitz

Associate Director – Human Resources

BOARD ACTION REQUESTED

Information

Discussion

Approve/Accept

RECOMMENDATION

- Updates are recommended for the Computer Systems Analyst position description so that GRRL can begin recruiting for this position.

BACKGROUND INFORMATION

X Supporting Documents Attached

- Current Computer Systems Analyst position description with revisions
- Proposed Computer Systems Analyst position description

FINANCIAL IMPLICATIONS

Estimated Cost: \$ 50,500 (\$68,700 Annual Total Compensation)

Funding Source: GRRL Personnel Budget

Budgeted: Yes

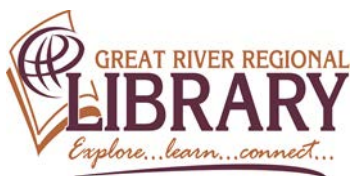
No

ACTION

Passed

Failed

Tabled



COMPUTER SYSTEMS ANALYST

Department: Information Technology/GRRL Pay Grade: 24
Reports To: Associate Director, Information Technology FLSA Status: Exempt

Date Approved: 05/01/2001

Date of Last Revision: 11/19/2013, 09/16/2014, 09/01/2015

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

PRIMARY DUTIES AND RESPONSIBILITIES

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

- 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.
- Performs technology problem resolution with all GRRL staff and outside technology vendors in order to maintain efficient and effective ~~computer and information services~~ support for library operations.
- Under general direction from the Associate Director of IT:
 - Maintains technical aspects such as system policy setting and configuration of the library's centralized technology systems. Maintains the integrated library system using appropriate software and techniques. Uses SQL (Structured Query Language) to query and update the library's online catalog database.
 - Assists with and maintains technical aspects of GRRL web pages, integrated databases and other information resources available to staff and the public via the library's intranet and World Wide Web servers. Assists with and maintains dynamic database-supported web pages and applications for the public staff.
- Other essential duties include but are not limited to the following:
 - Provides technical training to staff in use of the library's computer equipment, software (including application and client software) and web properties in order to ensure a well-trained and efficient staff and a well-informed public
 - Performs ~~computer and information system~~ file maintenance and backups in order to ensure integrity of data and computer and information services.
 - Runs and monitors onsite GRRL technology processes, including preventive maintenance and repairs, inventory and reports to assure smooth day-to-day technical support for library operations.
 - Assists in maintaining telecommunications, networking, and interfaces within the library and with other systems outside of the library to provide staff and public with access to needed resources. Contacts telecommunications vendors when needed.

- Performs ongoing communications with ~~computer and information services and telecommunication~~ technology vendors to provide effective implementation and ongoing ~~computer and information services~~ processes.
- Maintains current awareness in ~~information technology~~~~computer and information services~~ trends and environment to assist the library in meeting the challenges of technical changes in the library and informational environment.
- Has access to and uses labor relations information to perform general duties and/or complete project work as assigned.
- Attends GRRL staff meetings and takes part in continuing education and training opportunities.
- Assists in ongoing review of information technology services needs, upgrades plans.
- Assists in analysis/recommendation of budget(s) related to information technology services.
- Represents GRRL at professional meetings related to information technology services.
- Uses scripting languages and software to automate tasks.

MINIMUM QUALIFICATIONS

Education and Experience:

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

AND

Four years computer systems experience. Library experience preferred.

Required Skills and Abilities:

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.

- Demonstrated leadership exemplified by willingness and ability:
 - to model and reinforce integrity, ethics and excellence in work performance
 - to develop and sustain work relationships characterized by respect, dignity and trust
 - to provide enthusiastic and positive leadership
 - to support policies and work practices that engender successful collaboration
 - to manage by objectives and outcomes
 - to mentor and coach in a manner that contributes to staff development
 - to lead and follow through on initiatives based on the achievement of the organization's annual and long-term goals
 - to develop and implement creative solutions to regional challenges
 - to maintain a commitment to personal and professional development
- Ability to maintain the confidentiality of labor relations information.
- Ability to run and monitor onsite GRRL technology processes, including preventive maintenance and repairs, inventory and reports.
- Ability to maintain and provide technical training to staff in use of the library's technology equipment and software, home pages, databases and other information resources.
- Ability to assist in maintaining automated telecommunications, networking, and interfaces within the library and with other systems outside of the library.
- Ability to travel as needed to library sites where technology assistance is needed
- Ability to perform detailed computer work with consistent accuracy.

- Ability to make diagnoses and suggest/perform resolutions for computer hardware and software problems.
- Ability to assist staff and public in the use of computer hardware and software.
- Ability to self-direct work, with minimal supervision, within the parameters of the task sheet and library policies.
- Ability to learn new tasks and adapt to changing tasks as technology changes.
- Ability to learn computer functions of significant complexity for the purpose of maintaining computers and software and of training staff.
- 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/WORK ENVIRONMENT

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Work is performed in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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

	(number of hours)							
Sit	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Stand	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Walk	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8

On the job you:

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Bend/Stoop/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Heights/Ladder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach above shoulder level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Reach below shoulder level</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crouch/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push/Pull/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the job you carry:

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
11-24 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-34 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the job you lift:

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

11-24 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-34 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

This job requires:

	Yes	No	Comments
Working on unprotected heights	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	— Ladder for access points, cabling
Being around moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to marked changes in temperature or humidity	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	— In and out of vehicle when traveling
Driving automotive equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working in restricted spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment rooms
Exposure to elevated noise levels for extended periods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telecommunication room (servers)
Moving library materials (pushing carts/bins, handling delivery bags, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment (copier, fax, computer, telephone, and other telecommunications equipment)
Use of hands for repetitive action	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extensive computer keyboard <u>and mouse</u> use

ACCEPTANCE STATEMENT

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Computer Systems Analyst at GRRL. If employed, I certify that I can and will perform the primary duties and responsibilities 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.

Acknowledgement of Review

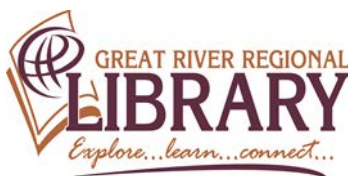
I acknowledge that I have read the information presented above and I understand the expectations set forth hereto.

Employee Signature

Date

GRRL Supervisor Signature

Date



COMPUTER SYSTEMS ANALYST

Department: Information Technology/GRRL **Pay Grade:** 24
Reports To: Associate Director, Information Technology **FLSA Status:** Exempt

Date Approved: 05/01/2001
Date of Last Revision: 11/19/2013, 09/16/2014, 09/01/2015

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	(number of hours)							
Sit	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input checked="" type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Stand	<input type="checkbox"/> 1	<input checked="" type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8
Walk	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7	<input type="checkbox"/> 8

On the job you:

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Bend/Stoop/Squat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb Heights/Ladder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach above shoulder level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach below shoulder level	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneel/Crouch/Crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Push/Pull/Twist	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the job you carry:

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11-24 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-34 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Over 50 lbs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

On the job you lift:

	Not at all (0%)	Occasionally (1-33%)	Frequently (34-66%)	Continuously (67-100%)
Up to 10 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11-24 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25-34 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35-50 lbs.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Over 50 lbs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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This job requires:

	Yes	No	Comments
Working on unprotected heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ladder for access points, cabling
Being around moving equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to marked changes in temperature or humidity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	In and out of vehicle when traveling
Driving automotive equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working in restricted spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Equipment rooms
Exposure to elevated noise levels for extended periods	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Telecommunication room (servers)
Moving library materials (pushing carts/bins, handling delivery bags, etc.)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment (copier, fax, computer, telephone, and other telecommunications equipment)
Use of hands for repetitive action	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Extensive computer keyboard and mouse use

ACCEPTANCE STATEMENT

I have carefully read, understand, and accept the position description, including the qualifications, requirements, and physical demands, with or without reasonable accommodation, of the position of Computer Systems Analyst at GRRL. If employed, I certify that I can and will perform the primary duties and responsibilities 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.

Acknowledgement of Review

I acknowledge that I have read the information presented above and I understand the expectations set forth hereto.

Employee Signature

Date

GRRL Supervisor Signature

Date