



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

Board of Trustees Personnel Committee Meeting
Tuesday, November 10, 2020, 5:00 p.m.
St. Cloud Public Library Mississippi Room
Agenda

Due to the COVID-19 pandemic and need to practice social separation, meeting room occupancy will be limited in accordance with MDH and CDC guidelines. Total attendance is limited to available seating, and all persons are expected to maintain a social separation of six (6) feet while attending. Face coverings are required per statewide Executive Order 20-81. This meeting will be recorded and posted on the GRRL Board public webpage, <https://griver.org/board-of-trustees>.

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|---|------|
| 1. Call to Order | 5:00 |
| 2. Adoption/Amendment of Agenda | 5:01 |
| 3. Approval of Minutes – September 15, 2020, Meeting (Requested Action – Approve) pg 3 | 5:02 |
| 4. Administrative Interim Plan and Circulation and Distribution Reorganization Proposal (Requested Action – Approve) pg 5 | 5:03 |
| 4.1 Circulation and Distribution Coordinator pg 13 | |
| 4.2 Senior Distribution Assistant pg 21 | |
| 4.3 Library Associate pg 29 | |
| 5. Executive Director Annual Evaluation – Closed Session
<i>Closed meeting for employee performance review pursuant to Minn. Statute 13D.05, Subd. 3(a) – Executive Director Karen Pundsack</i> | 5:20 |
| 6. Next Meeting – January 19, 2021 | 5:59 |
| 7. Adjournment | 6:00 |

**GREAT RIVER REGIONAL LIBRARY
PERSONNEL COMMITTEE MINUTES
September 15, 2020**

A meeting of the Great River Regional Library (GRRL) Personnel Committee was called to order by Chairperson Jayne Dietz on Tuesday, September 15, 2020, at 5:32 p.m. via Zoom webinar.

In response to COVID-19 and pursuant to Minnesota Statute Chapter 12. Emergency Management, Governor Walz declared a state of emergency. In accordance with the state of emergency and Minnesota Statute Chapter 13D.021, the GRRL Board Personnel Committee and GRRL staff participated in the meeting by telephone or other electronic means rather than being personally present at the regular St. Cloud Public Library meeting location. The meeting was conducted electronically via Zoom. Members of the public were able to monitor the meeting.

Members Present:

Jeff Bertram
Jayne Dietz
Lisa Fobbe
Dave Kircher
Michael Potter
Randy Winscher

Members Excused:

Melissa Fee

GRRL Staff Present:

Karen Pundsack
Jay Roos
Julie Schmitz
Linda Treb
Patricia Waletzko

ADOPTION OF AGENDA

Randy Winscher made a motion to adopt the agenda as presented. Seconded by Michael Potter, the motion carried unanimously by roll call vote.

APPROVAL OF MINUTES

The May 19, 2020, Personnel Committee meeting minutes were approved at the July 21, 2020, GRRL Board meeting. The Committee did not meet in July.

PERSONNEL POLICY CHAPTER 3A. COMPENSATION UPDATE

Michael Potter made a motion to approve changing the word “shall” to “may” in the Compensation Plan policy’s last paragraph, last sentence. Seconded by Lisa Fobbe, the motion carried unanimously by roll call vote.

ADMINISTRATIVE INTERIM PLAN and STRUCTURE EVALUATION

Executive Director Karen Pundsack provided information about current Administration vacancies and what is taking place during the organizational structure evaluation. The vacant positions are Patron Services Supervisor, Accounting/Distribution Supervisor, and Human Resources Specialist. Linda Treb has moved from Accounting Specialist into the Accounting Coordinator position. The goal is to evaluate and have a resolution by November for the Distribution department reporting structure and how to handle the vacant positions in a way that benefits GRRL long-term.

ACCOUNTING COORDINATOR POSITION DESCRIPTION

Michael Potter made a motion to approve the Accounting Coordinator position description as presented. Jeff Bertram seconded the motion. After discussion about pay grades and items related to distribution, the motion carried unanimously by roll call vote.

NEXT MEETING

The next Great River Regional Library Personnel Committee meeting will be Tuesday, November 17, 2020.

ADJOURNMENT

Jayne Dietz adjourned the meeting at 5:50 p.m.

Jayne Dietz, Chair



Administrative Interim Plan and Circulation and Distribution Reorganization Proposal

Submitted by Karen Pundsack, Executive Director

BOARD ACTION REQUESTED

- Information
 Discussion
 Approve/Accept

RECOMMENDATION

Approve Circulation and Distribution reorganization proposal and associated job descriptions.

BACKGROUND INFORMATION

Supporting Documents Attached:

- GRRL Organizational Chart
- Current Organizational Chart of Accounting, Human Resources, and Patron Services
- Proposed Organizational Chart of Accounting, Human Resources, and Patron Services
- Revised position descriptions for Circulation and Distribution Coordinator, Senior Distribution Assistant, and Library Associate
- Current position description for Circulation Assistant
- 2020 Pay Range

At this time, administrative vacancies include:

- Patron Services Supervisor position – 40 hours, exempt, pay grade 25
- Human Resources Specialist position – 40 hours, non-exempt, pay grade 16
- Accounting Specialist position – 40 hours, non-exempt, pay grade 16

Our reorganization proposal is to not fill the Human Resources Specialist position and use the funds to support the Distribution department move to be part of St. Cloud Circulation. This move would make permanent the interim structure put in place after the departure of the Accounting and Distribution Supervisor in August.

Proposal:

Move Circulation Coordinator (Pay Grade 21, non-exempt) to Circulation and Distribution Coordinator (Pay grade 24, exempt). Increase supervisory responsibilities to include Senior Distribution Assistant and oversight of the Distribution department. Adding the regional role with Distribution brings this position in line with Patron Services Coordinators. Having another exempt position at this level adds back-up coverage options. Effective date would be the pay period beginning November 15, 2020, pending GRRL Board approval.

Move Distribution Assistant (Pay Grade 16) to Senior Distribution Assistant (Pay Grade 18), and increase hours from 31.75 to 40. Increase supervisory responsibilities to include the Drivers. This would be in line with the Senior Circulation Assistant. Effective date would be the pay period beginning November 15, 2020, pending GRRL Board approval.

Move Circulation Assistants (Pay Grade 13) to the Library Associate (Pay Grade 16) level. This change will create a seamless patron experience at the St. Cloud Public Library, allowing more cross training and cross-department coverage. St. Cloud is the only library with different levels of staff at the public service desk. This limits the level of service offered to patrons on the first floor. All public service staff would be paid at a level to respond directly to security concerns rather than referring them to a Supervisor on Duty. Staff would receive at least a 2% increase over the expected 2021 pay rate or the minimum of Pay Grade 16 as established in the current bargaining unit contract. Effective date would be beginning of 2021 payroll calendar year – December 27, 2020.

Other changes:

The Patron Services Supervisor (PSS) and Accounting Coordinator positions were posted. Interviews have begun for the PSS position. The Accounting Coordinator position is scheduled to close on November 4.

Patron Services Supervisor position. Once our new PSS is hired and trained, we will adjust the branch assignments. Assignments will once again be more geographically distributed – north, south and central. Having one PSS responsible for St. Cloud will improve cross-department communication and provide a more unified vision and direction.

Accounting Coordinator position. To ensure adequate training and continuity of operations, Linda Treb has agreed to serve as interim Accounting Coordinator for up to six months after someone is hired. She will return to the Accounting Specialist role after the training period.

Human Resources (HR) has streamlined and automated many processes over the past several years. Duties from the Human Resources Specialist position will be transferred to other HR staff. HR has taken on EPR review and more hiring tasks during the PSS vacancy. We are looking at whether steps in these processes can be streamlined or eliminated.

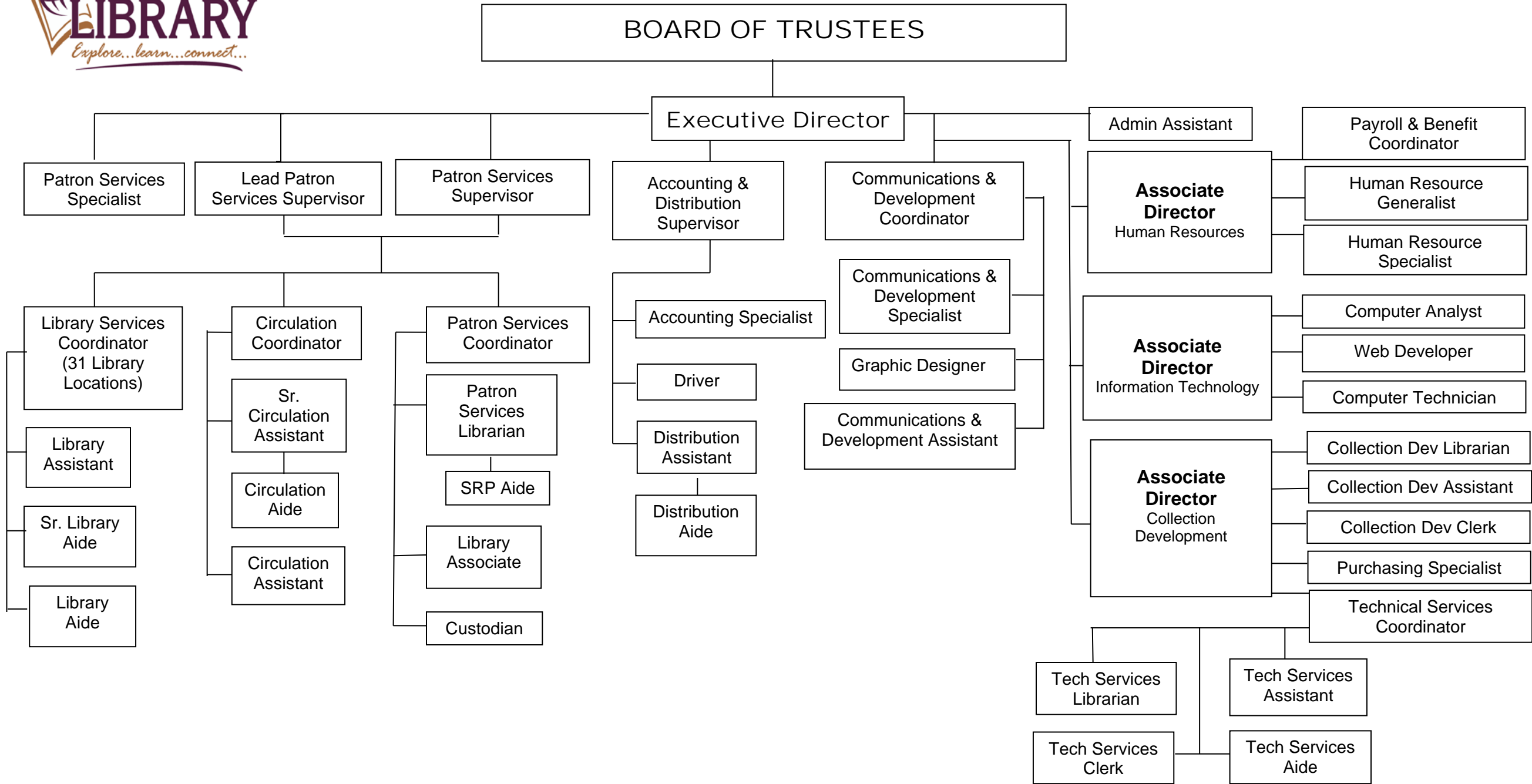
FINANCIAL IMPLICATIONS

Estimated Cost: Cost neutral – can be absorbed within existing salaries by not filling the HR Specialist position. Potential cost savings for 2022 budget.

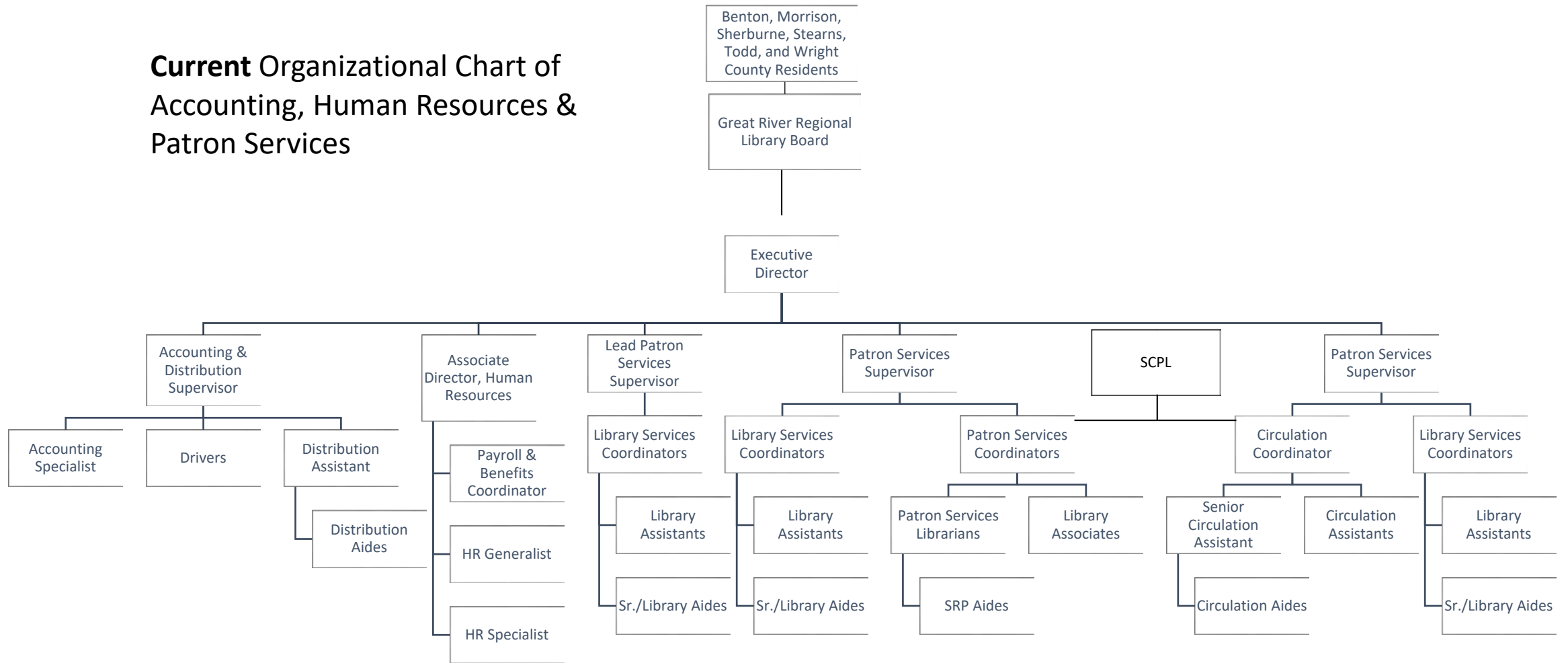
Funding Source: GRRL Operating Budget Budgeted: Yes No N/A

ACTION

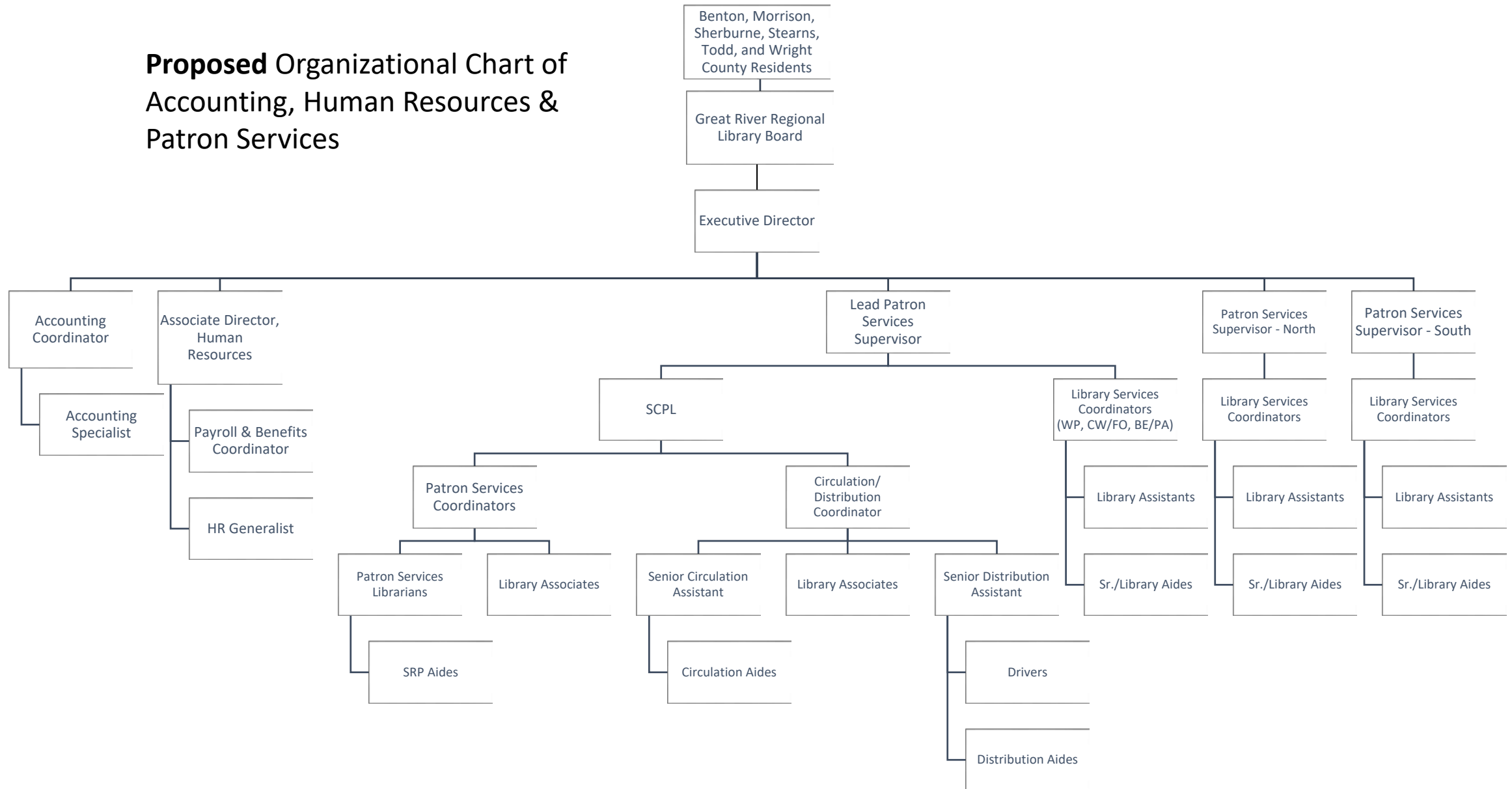
Passed Failed Tabled



Current Organizational Chart of Accounting, Human Resources & Patron Services



Proposed Organizational Chart of Accounting, Human Resources & Patron Services





CIRCULATION AND DISTRIBUTION COORDINATOR

Department: Circulation and Distribution Services/SCPL Pay Grade: **214**
 Reports To: Patron Services Supervisor FLSA Status: **Non-Exempt**
 Union: General Unit

Date Approved: 07/14/2009
 Date of Last Revision: 11/19/2013, 03/21/2017, 11/17/2020

JOB SUMMARY

Under general supervision~~direction~~, the Circulation and Distribution Coordinator oversees the efficient and effective operation of the Circulation and Distribution Departments at the St. Cloud Public Library. Areas of responsibility include staff work direction, ~~circulation~~ policies and procedures and patron services related to circulation and distribution. Provides direction for the efficient distribution of materials throughout the region.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Participates in region-wide goals and activities that support the organization's strategic plan.
- ~~1.2.~~ Coordinates schedules and directs the work of staff and volunteers to provide quality patron service.
- ~~2.3.~~ Maintains a high level of library services by training and coaching staff and evaluating job performance.
- ~~3.4.~~ Participates on interview panels to interview applicants for job openings ~~in Circulation~~ and provides input into the recommendation for hire.
- ~~4.5.~~ Processes online requests for account renewals and address changes.
- ~~5.6.~~ Processes reports related to patron accounts and donations and submits to Accounting as needed.
- ~~6.7.~~ Coordinates off site registrations for schools in the community.
- ~~8.~~ Counts circulation desk cash receipts and provides an accurate report to Accounting.
- ~~9.~~ Manages the library's collection to ensure that it is shelved correctly, up to date and responsive to patron interest.
- ~~7.~~ Markets the library through outreach activities such as school and community visits; develops partnerships to enhance library system awareness and promote services.
- ~~10.~~ Provides building supervision in conjunction with others and serves as a Supervisor on Duty at the St. Cloud Public Library.
- ~~11.~~ Maintains security of public areas and acts as Supervisor on Duty. Deals with patrons who disrupt normal use or operation of the library by enforcing library policies, responding to alarms and contacting authorities. Occasionally may be called to the library when closed to resolve security or alarm events.
- ~~8.12.~~ Assists library patrons by giving guidance on library collection, technology and services, performing circulation duties and providing reference and readers' advisory services.
- ~~13.~~ Responds to patron concerns, complaints, and problems as they occur.

- ~~9.14.~~ [Builds strong relationships by working and communicating with local library boards, city and elected officials, Friends groups, civic organizations and other community partners and staff members.](#)
- ~~10.15.~~ Reviews and revises policies and procedures to ensure the department is efficient and effective and that procedures are followed.
- ~~16.~~ Communicates with local law enforcement to resolve rules of behavior issues related to library patrons when necessary.
- ~~17.~~ [Ensures that vehicles are properly maintained and assists with the purchase of new vehicles.](#)
- ~~11.18.~~ [Ensures that libraries throughout the region receive materials in a timely and effective manner.](#)
- ~~12.19.~~ Participates on teams or work groups.
- ~~13.20.~~ Communicates with vendors or service providers to resolve building/equipment issues.
- ~~14.21.~~ Oversees operation of the Automated Material Handling System (AMHS) including troubleshooting issues and contacting the service provider when necessary.
- ~~22.~~ Maintains patron and employee records according to library policies and procedures and adheres to the privacy guidelines established.
- ~~15.~~ [Affirms the American Library Association's Library Bill of Rights, and the Freedom to View, and the Freedom to Read policy statements.](#)

MINIMUM QUALIFICATIONS

Education and Experience:

- ~~Master's~~[Bachelor's](#) degree [in Library Science or related field](#), or equivalent
- Two years of library or customer service experience including one year of supervisory experience

Required Knowledge, Skills and Abilities:

- [Knowledge of principles and practices of library science](#)
- Ability to effectively manage time and meet deadlines
- Ability to manage multiple priorities with frequent interruptions
- Ability to develop, train and direct staff
- Ability to work without close supervision
- Ability to plan and assign work
- Effective communication and interpersonal skills, verbally and in writing
- ~~Demonstrated proficiency with computer software programs including Microsoft Office~~[Proficient computer skills including Microsoft Office and library systems](#)
- [Possession of a valid driver's license and satisfactory driving record](#)
- [Completion of and adherence to GRRL's Fleet Safety Program](#)
- [Ability to work flexible shifts including evenings and weekends](#)
- Ability to react quickly and take leadership role in emergency and difficult situations

Complexity of Work: Complex

Budget Responsibility: Accurate accounting of circulation desk cash receipts

Supervisory Responsibility: Directs the work of Circulation [and Distribution](#) staff and volunteers

Scope of Relationships (internal): Contact with staff throughout the region for informational purposes and to resolve issues. [Participates in regional teams and work groups.](#)

Scope of Relationships (external): Regular contact with patrons and volunteers, occasional contact with law enforcement and service providers

ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

GRRL is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

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

Employee _____ Date _____

Printed Name _____

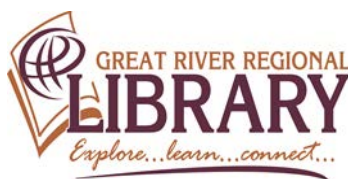
PHYSICAL DEMANDS/WORK ENVIRONMENT

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

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

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands					X	Check in/out materials, keyboarding
Looking at computer screen					X	
Reaching in any direction				X		Check in/out materials, shelving
Kneel/Crouch/Crawl			X			Shelve materials
Bend/Stoop/Squat			X			Shelve materials/look for items
Balance		X				
Push/Pull/Twist				X		Move carts, check in/out items
Climb heights/ladder			X			AMHS tunnel
Sit				X		
Stand			X			Patron desk
Walk			X			
Lift	1-10 lbs				X	Books and materials
	11-19 lbs			X		Books and materials
	20-49 lbs		X			
	50+ lbs		X			
Carry	1-10 lbs				X	Books and materials
	11-19 lbs			X		Book Bags
	20-49 lbs		X			
	50+ lbs		X			

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AMHS
Exposure to temperature extremes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Empty book drop
Driving automotive equipment	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust in environment from books
Working in restricted spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AMHS Tunnel
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited exposure
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment, AV equipment, AMHS



CIRCULATION AND DISTRIBUTION COORDINATOR

Department: Circulation and Distribution Services/SCPL **Pay Grade:** 24
Reports To: Patron Services Supervisor **FLSA Status:** Exempt
Union: General Unit

Date Approved: 07/14/2009
Date of Last Revision: 11/19/2013, 03/21/2017, 11/17/2020

JOB SUMMARY

Under general supervision, the Circulation and Distribution Coordinator oversees the efficient and effective operation of the Circulation and Distribution Departments at the St. Cloud Public Library. Areas of responsibility include staff work direction, policies and procedures and patron services related to circulation and distribution. Provides direction for the efficient distribution of materials throughout the region.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Participates in region-wide goals and activities that support the organization's strategic plan.
2. Coordinates schedules and directs the work of staff and volunteers to provide quality patron service.
3. Maintains a high level of library services by training and coaching staff and evaluating job performance.
4. Participates on interview panels to interview applicants for job openings and provides input into the recommendation for hire.
5. Processes online requests for account renewals and address changes.
6. Processes reports related to patron accounts and donations and submits to Accounting as needed.
7. Coordinates off site registrations for schools in the community.
8. Counts circulation desk cash receipts and provides an accurate report to Accounting.
9. Manages the library's collection to ensure that it is shelved correctly, up to date and responsive to patron interest.
10. Markets the library through outreach activities such as school and community visits; develops partnerships to enhance library system awareness and promote services.
11. Maintains security of public areas and acts as Supervisor on Duty. Deals with patrons who disrupt normal use or operation of the library by enforcing library policies, responding to alarms and contacting authorities. Occasionally may be called to the library when closed to resolve security or alarm events.
12. Assists library patrons by giving guidance on library collection, technology and services, performing circulation duties and providing reference and readers' advisory services.
13. Responds to patron concerns, complaints, and problems as they occur.

14. Builds strong relationships by working and communicating with local library boards, city and elected officials, Friends groups, civic organizations and other community partners and staff members.
15. Reviews and revises policies and procedures to ensure the department is efficient and effective and that procedures are followed.
16. Communicates with local law enforcement to resolve rules of behavior issues related to library patrons when necessary.
17. Ensures that vehicles are properly maintained and assists with the purchase of new vehicles.
18. Ensures that libraries throughout the region receive materials in a timely and effective manner.
19. Participates on teams or work groups.
20. Communicates with vendors or service providers to resolve building/equipment issues.
21. Oversees operation of the Automated Material Handling System (AMHS) including troubleshooting issues and contacting the service provider when necessary.
22. Maintains patron and employee records according to library policies and procedures and adheres to the privacy guidelines established.
Affirms the American Library Association's Library Bill of Rights, and the Freedom to View, and the Freedom to Read policy statements.

MINIMUM QUALIFICATIONS

Education and Experience:

- Master's degree in Library Science or related field, or equivalent.
- Two years of library or customer service experience including one year of supervisory experience

Required Knowledge, Skills and Abilities:

- Knowledge of principles and practices of library science
- Ability to effectively manage time and meet deadlines
- Ability to manage multiple priorities with frequent interruptions
- Ability to develop, train and direct staff
- Ability to work without close supervision
- Ability to plan and assign work
- Effective communication and interpersonal skills, verbally and in writing
- Proficient computer skills including Microsoft Office and library systems
- Possession of a valid driver's license and satisfactory driving record
- Completion of and adherence to GRRL's Fleet Safety Program
- Ability to work flexible shifts including evenings and weekends
- Ability to react quickly and take leadership role in emergency and difficult situations

Complexity of Work: Complex

Budget Responsibility: Accurate accounting of circulation desk cash receipts

Supervisory Responsibility: Directs the work of Circulation and Distribution staff and volunteers

Scope of Relationships (internal): Contact with staff throughout the region for informational purposes and to resolve issues. Participates in regional teams and work groups.

Scope of Relationships (external): Regular contact with patrons and volunteers, occasional contact with law enforcement and service providers

ACKNOWLEDGEMENT

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

Employee _____ Date _____

Printed Name _____

PHYSICAL DEMANDS/WORK ENVIRONMENT

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

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands					X	Check in/out materials, keyboarding
Looking at computer screen					X	
Reaching in any direction				X		Check in/out materials, shelving
Kneel/Crouch/Crawl			X			Shelve materials
Bend/Stoop/Squat			X			Shelve materials/look for items
Balance		X				
Push/Pull/Twist				X		Move carts, check in/out items
Climb heights/ladder			X			AMHS tunnel
Sit				X		
Stand			X			Patron desk
Walk			X			
Lift	1-10 lbs				X	Books and materials
	11-19 lbs			X		Books and materials
	20-49 lbs		X			
	50+ lbs		X			
Carry	1-10 lbs				X	Books and materials
	11-19 lbs			X		Book Bags
	20-49 lbs		X			
	50+ lbs		X			

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AMHS
Exposure to temperature extremes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Empty book drop
Driving automotive equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust in environment from books
Working in restricted spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AMHS Tunnel
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited exposure
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment, AV equipment, AMHS



SENIOR DISTRIBUTION ASSISTANT

Department: Distribution Services/GRRL **Pay Grade:** 168
Reports To: Circulation [and Distribution](#) Coordinator **FLSA Status:** Non-Exempt
Union: General Unit

Date Approved: 07/18/2017

Date of Last Revision: [11/17/2020](#)

Under ~~the general supervision~~[direction](#) of the Circulation [and Distribution](#) Coordinator, the [Senior](#) Distribution Assistant oversees the work flow and direction of Distribution staff and assists the Circulation [and Distribution](#) Coordinator with the efficient operation of the Distribution Department.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs job duties of Distribution Aide on a regular basis.
2. Coordinates schedules and directs the work of department staff and volunteers to ensure timely and accurate deliveries.
3. Maintains a high level of library services by training and coaching Distribution Aides and Drivers in consultation with the Circulation [and Distribution](#) Coordinator.
4. Completes Employee Performance Reviews for assigned staff, subject to approval ~~of the Circulation Coordinator.~~
5. Participates on interview panels to interview applicants for department openings and provides input into the recommendation for hire.
6. Coordinates preparation and pick up of discarded library materials.
7. Monitors the daily delivery load and makes adjustments as necessary.
8. Ensures that weeding and mending materials are accurately checked in and distributed in a timely manner.
9. Responds to staff inquiries regarding delivery of materials.
10. Coordinates the replenishment of delivery bags to branches.
- [11.](#) Coordinates the distribution of materials for alternative services [by managing requests in the library system and preparing materials in an efficient manner for delivery.](#)
- [12.](#) [Runs reports and maintains statistics related to availability and utilization of alternative services and department operations.](#)
- ~~11.~~[13.](#) [Communicates with partner agencies regarding interlibrary loan deliveries as needed.](#)
- ~~12.~~[14.](#) Oversees the safe and efficient operation of the department in the absence of the Circulation [and Distribution](#) Coordinator.
- [15.](#) Brings issues related to the department to the attention of the Circulation [and Distribution](#) Coordinator and provides suggestions for improvement.
- [16.](#) [Provides building supervision in conjunction with others and serves as a Supervisor on Duty at the St. Cloud Public Library.](#)
- [17.](#) [Monitors vehicles to ensure they are well maintained and that related repairs and safety issues are addressed in a timely manner.](#)

- [18. Review vehicle related invoices for accuracy and submits for payment.](#)
- ~~13-19.~~ [Reconciles gas slips with charges for submission to Accounting.](#)
- ~~14-20.~~ [Makes deliveries on an occasional basis.](#)

MINIMUM QUALIFICATIONS

Education and Experience:

- High School Diploma [and 2 years of formal education or equivalent](#)
- 2 years of library or related work experience including one year of supervisory experience

Required Knowledge, Skills and Abilities:

- Ability to work independently
- Effective communication skills, verbally and in writing
- [Demonstrated proficiency with computer software programs including Excel](#)
- Ability to train and direct staff
- Possession of a valid driver’s license and satisfactory driving record
- Completion of and adherence to GRRL’s Fleet Safety Program
- Ability to respond to emergencies and situations that may be stressful or difficult

Complexity of Work: Complex

Budget Responsibility: None

Supervisory Responsibility: Directs the work of Distribution Aides, Drivers and volunteers. Oversees Distribution department in absence of Circulation [and Distribution](#) Coordinator.

Scope of Relationships (internal): Contact with staff throughout the region for informational purposes.

Scope of Relationships (external): ~~Minimal external contacts~~ [Occasional contact with vendors and partner agencies.](#)

ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

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

Employee _____

Date _____

Printed Name: _____

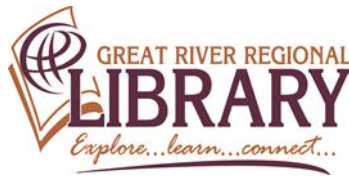
PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Work is performed primarily in the distribution work area and loading dock.

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

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands				X		Sorting materials
Looking at computer screen			X			
Reaching in any direction				X		Packing/unpacking
Kneel/Crouch/Crawl			X			In van when packing/unpacking
Bend/Stoop/Squat			X			Move bags and carts
Balance		X				
Push/Pull/Twist				X		Move carts/pack bags
Climb heights/ladder		X				
Sit			X			
Stand					X	
Walk				X		
Lift	1-10 lbs			X		Books/bags
	11-19 lbs			X		Books/bags
	20-49 lbs			X		Books/bags
	50+ lbs		X			
Carry	1-10 lbs			X		Bags to/from Cart
	11-19 lbs			X		Bags to/from Cart
	20-49 lbs			X		Bags to/from Cart
	50+ lbs		X			

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dock lift and delivery vehicles
Exposure to temperature extremes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery dock
Driving automotive equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery dock
Working in restricted spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loading/unloading van
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



SENIOR DISTRIBUTION ASSISTANT

Department: Distribution Services/GRRL **Pay Grade:** 18
Reports To: Circulation and Distribution Coordinator **FLSA Status:** Non-Exempt
Union: General Unit

Date Approved: 07/18/2017

Date of Last Revision: 11/17/2020

JOB SUMMARY

Under general supervision of the Circulation and Distribution Coordinator, the Senior Distribution Assistant oversees the work flow and direction of Distribution staff and assists the Circulation and Distribution Coordinator with the efficient operation of the Distribution Department.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs job duties of Distribution Aide on a regular basis.
2. Coordinates schedules and directs the work of department staff and volunteers to ensure timely and accurate deliveries.
3. Maintains a high level of library services by training and coaching Distribution Aides and Drivers in consultation with the Circulation and Distribution Coordinator.
4. Completes Employee Performance Reviews for assigned staff, subject to approval.
5. Participates on interview panels to interview applicants for department openings and provides input into the recommendation for hire.
6. Coordinates preparation and pick up of discarded library materials.
7. Monitors the daily delivery load and makes adjustments as necessary.
8. Ensures that weeding and mending materials are accurately checked in and distributed in a timely manner.
9. Responds to staff inquiries regarding delivery of materials.
10. Coordinates the replenishment of delivery bags to branches.
11. Coordinates the distribution of materials for alternative services by managing requests in the library system and preparing materials in an efficient manner for delivery.
12. Runs reports and maintains statistics related to availability and utilization of alternative services and department operations.
13. Communicates with partner agencies regarding interlibrary loan deliveries as needed.
14. Oversees the safe and efficient operation of the department in the absence of the Circulation and Distribution Coordinator.
15. Brings issues related to the department to the attention of the Circulation and Distribution Coordinator and provides suggestions for improvement.

- 16. Provides building supervision in conjunction with others and serves as a Supervisor on Duty at the St. Cloud Public Library.
- 17. Monitors vehicles to ensure they are well maintained and that related repairs and safety issues are addressed in a timely manner.
- 18. Review vehicle related invoices for accuracy and submits for payment.
- 19. Reconciles gas slips with charges for submission to Accounting.
- 20. Makes deliveries on an occasional basis.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School Diploma and 2 years of formal education or equivalent
- 2 years of library or related work experience including one year of supervisory experience

Required Knowledge, Skills and Abilities:

- Ability to work independently
- Effective communication skills, verbally and in writing
- Demonstrated proficiency with computer software programs including Excel
- Ability to train and direct staff
- Possession of a valid driver’s license and satisfactory driving record
- Completion of and adherence to GRRL’s Fleet Safety Program
- Ability to respond to emergencies and situations that may be stressful or difficult

Complexity of Work: Complex

Budget Responsibility: None

Supervisory Responsibility: Directs the work of Distribution Aides, Drivers and volunteers. Oversees Distribution department in absence of Circulation and Distribution Coordinator.

Scope of Relationships (internal): Contact with staff throughout the region for informational purposes.

Scope of Relationships (external): Occasional contact with vendors and partner agencies.

ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

GRRL is an Equal Opportunity Employer in compliance with the Americans with Disabilities Act. GRRL will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with GRRL.

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

Employee _____

Date _____

Printed Name: _____

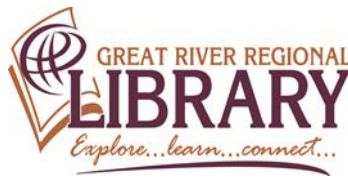
PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Work is performed primarily in the distribution work area and loading dock.

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

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands				X		Sorting materials
Looking at computer screen			X			
Reaching in any direction				X		Packing/unpacking
Kneel/Crouch/Crawl			X			In van when packing/unpacking
Bend/Stoop/Squat			X			Move bags and carts
Balance		X				
Push/Pull/Twist				X		Move carts/pack bags
Climb heights/ladder		X				
Sit			X			
Stand					X	
Walk				X		
Lift	1-10 lbs			X		Books/bags
	11-19 lbs			X		Books/bags
	20-49 lbs			X		Books/bags
	50+ lbs		X			
Carry	1-10 lbs			X		Bags to/from Cart
	11-19 lbs			X		Bags to/from Cart
	20-49 lbs			X		Bags to/from Cart
	50+ lbs		X			

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dock lift and delivery vehicles
Exposure to temperature extremes	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery dock
Driving automotive equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Delivery dock
Working in restricted spaces	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Loading/unloading van
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



LIBRARY ASSOCIATE

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

Date Approved: 07/14/2009

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

JOB SUMMARY

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

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

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

~~7.14.~~ Develops and conducts programs and outreach that increase use of the library and support the strategic plan.

~~8.15.~~ Promotes library programs including updating the events calendar and local web page.

~~9.16.~~ Maintains an adequate level of supplies for the department.

~~10.~~ Helps maintain the library collection by weeding/relocating materials, running reports and processing donated materials.

~~11.17. Schedules meeting, study and conference rooms for patrons.~~

~~12.18.~~ Performs routine opening and closing procedures.

MINIMUM QUALIFICATIONS

Education and Experience:

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

Required Knowledge, Skills and Abilities:

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

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

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

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

ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

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

Employee _____ Date _____

Printed Name _____

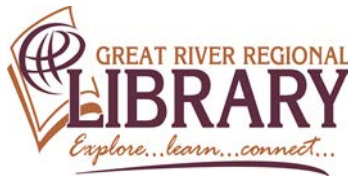
PHYSICAL DEMANDS/WORK ENVIRONMENT

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

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

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

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	Limited, AMHS
Exposure to temperature extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Driving automotive equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	Dust in environment from books
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited exposure
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



LIBRARY ASSOCIATE

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

Date Approved: 07/14/2009

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

JOB SUMMARY

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

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

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

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

MINIMUM QUALIFICATIONS

Education and Experience:

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

Required Knowledge, Skills and Abilities:

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

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

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

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

ACKNOWLEDGEMENT

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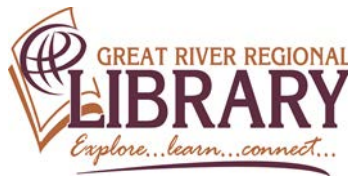
PHYSICAL DEMANDS/WORK ENVIRONMENT

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

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

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

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited, AMHS
Exposure to temperature extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Driving automotive equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust in environment from books
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited exposure
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment



CIRCULATION ASSISTANT

Department: Circulation Services/SCPL
Reports To: Circulation Coordinator
Union: General Unit

Pay Grade: 13
FLSA Status: Non-Exempt

Date Approved: 05/01/2001
Date of Last Revision: 11/19/2013, 09/16/2014, 03/21/2017

JOB SUMMARY

Under direct supervision, the Circulation Assistant provides direct public service related to the circulation of materials at the St. Cloud Public Library.

PRIMARY DUTIES AND RESPONSIBILITIES

The following are the regular duties for this position. These duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Performs circulation procedures including checking materials in and out, renewing materials, and placing holds.
2. Registers/renews library cards and updates patron information in the library's automated system; maintains confidentiality of patron information.
3. Collects patron fines and fees and applies to patron accounts.
4. Answers directional and policy and procedure questions for patrons. Reviews and explains routine issues on patron accounts.
5. Answers incoming telephone calls on the main switchboard and routes calls to the appropriate person. Answers the service entry door in the loading dock and employee entrance.
6. Routes incoming interoffice mail to the appropriate department/person.
7. Reserves meeting rooms for patrons and assists with needs during the meeting including AV equipment set up and troubleshooting. Completes paperwork related to meeting room usage.
8. Provides work direction to Circulation Aides and volunteers in the Circulation department.
9. Contacts the Supervisor on Duty or law enforcement to deal with patrons who disrupt normal use or operation of the Library.
10. Inspects books and materials to ensure they are in proper condition and reports any damages.
11. Performs routine opening and closing procedures.
12. Enhances patron experience by creating displays for the Circulation area.
13. Maintains programming kits and processes reservations.
14. May be cross-trained to assist with programming, dependent upon interest.

MINIMUM QUALIFICATIONS

Education and Experience:

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

Required Knowledge, Skills and Abilities:

- Ability to learn and follow policies and procedures
- Basic computer skills
- Ability to file material in alpha and numerical order and use the Dewey Decimal Classification System
- Excellent customer service and interpersonal communication skills
- Ability to manage multiple priorities with frequent interruptions
- Ability to respond to emergencies and situations that may be stressful or difficult

Complexity of Work: Routine

Budget Responsibility: None

Supervisory Responsibility: None

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

Scope of Relationships (external): Extensive contact with the public

ACKNOWLEDGEMENT

This position description does not constitute an employment agreement between GRRL and the employee and is subject to change by GRRL as the needs of GRRL and requirements of the job change.

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

Employee _____ Date _____

Printed Name _____

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/customer service environment.

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

PHYSICAL DEMANDS		N	O	F	C	Description
Repetitive use of hands					X	Check in/out materials
Looking at computer screen					X	
Reaching in any direction				X		Check in/out materials, shelving
Kneel/Crouch/Crawl			X			Shelve materials, locate items
Bend/Stoop/Squat			X			Shelve materials/locate items
Balance		X				
Push/Pull/Twist				X		Move carts, check in/out items
Climb heights/ladder		X				
Sit				X		
Stand				X		Patron desk
Walk			X			
Lift	1-10 lbs				X	Books
	11-19 lbs			X		Books
	20-49 lbs		X			
	50+ lbs		X			
Carry	1-10 lbs				X	Books
	11-19 lbs			X		Books
	20-49 lbs		X			
	50+ lbs		X			

WORK ENVIRONMENT	Yes	No	Comments
Working on unprotected heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working near moving equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited, AMHS
Exposure to temperature extremes	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Driving automotive equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, fumes and gases	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust in environment from books
Working in restricted spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to elevated noise levels for extended periods of time	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to cleaning chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limited exposure
Operation of equipment and/or machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General office equipment, AV equipment

**Great River Regional Library
2020 Pay Range**

Pay Grade	Classification	Minimum Quartile 1	Beginning of Quartile 2	Beginning of Quartile 3	Beginning of Quartile 4	Maximum
37	Executive Director	\$47.40	\$51.01	\$54.63	\$58.24	\$61.85
29	Associate Director Collection Development Associate Director Human Resources Associate Director Information Technology	\$32.08	\$34.52	\$36.97	\$39.41	\$41.86
25	Accounting & Distribution Supervisor Communications & Development Coordinator Patron Services Supervisor/Lead PSS	\$26.40	\$28.41	\$30.42	\$32.43	\$34.44
24	Computer Systems Analyst Patron Services Coordinator Technical Services Coordinator Web Developer	\$25.14	\$27.05	\$28.97	\$30.89	\$32.80
23	Collection Development Librarian Patron Services Librarian Patron Services Specialist Technical Services Librarian	\$24.12	\$25.89	\$27.67	\$29.45	\$31.23
22	Payroll & Benefits Coordinator	\$22.80	\$24.53	\$26.27	\$28.01	\$29.74
21	Circulation Coordinator Library Services Coordinator	\$21.71	\$23.36	\$25.02	\$26.68	\$28.34
20	Human Resources Generalist	\$20.68	\$22.25	\$23.83	\$25.40	\$26.98
18	Graphic Designer Senior Circulation Assistant Senior Library Assistant	\$18.77	\$20.19	\$21.62	\$23.04	\$24.47
16	Accounting Specialist Administrative Assistant BiLingual Library Cultural Navigator Communications & Development Assistant Computer Support Technician Distribution Assistant Human Resources Specialist Library Assistant Library Associate Purchasing Specialist Technical Services Assistant	\$17.02	\$18.31	\$19.61	\$20.91	\$22.20
13	Circulation Assistant Custodian	\$14.71	\$15.83	\$16.94	\$18.06	\$19.17
10	Collection Development Assistant Collection Development Clerk Driver Technical Services Clerk	\$12.70	\$13.67	\$14.63	\$15.60	\$16.57
6	Distribution Aide Circulation Aide Library Aide Senior Library Aide Summer Aide Technical Services Aide	\$10.35	\$11.14	\$11.92	\$12.71	\$13.49