

Job Title: Library Director

FLSA status: Non-exempt

Reports to: Board of Trustees

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, Publisher, and Excel
 - Sirsidynix Workflows or equivalent OPAC

Position summary:

This is a highly responsible administrative role involving the direction of a broad range of public library functions.

Requirements for this position:

- High degree of knowledge of general library philosophy including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of job duties.
- Ability to conceptualize and initiate plans and to organize and lead others in the accomplishment of those goals.
- Skill in identifying community library needs and in preparing and implementing plans to meet those needs.
- Strong written, verbal, and technological skills. Must be able to prepare and deliver presentations to boards, donors, and the public as needed.
- Thorough knowledge, skill, and ability in every phase of the public library field.
- Participates in continuing education and professional organizations.

Education/Experience:

- Bachelor's Degree required, MLIS preferred.
- Minimum five years of public library experience.

Duties of this position:

- Prepare and oversee the annual budget, administer library finances.
- Policy development in conjunction with the Board of Trustees.
- Strategic planning in conjunction with the Board of Trustees.
- Supervise all staff and volunteers. Responsibilities include hiring, firing, scheduling, setting pay, annual evaluations, and handling all personnel issues.
- Organize and implement adult programming.

- Oversees community outreach, and works with community groups to provide library services and meet identified needs.
- Oversees library building maintenance and repair.
- Grant writing.
- Oversees the development and maintenance of the collection.
- Work with Friends of the Cuba Library and other fundraising opportunities.

Physical requirements:

- Must be able to frequently remain in a stationary position for multiple hours at a time.
- Must be able to move about inside the library to collect materials and run programs.
- Constantly operate a computer and other equipment such as printer/copier.
- Occasionally ascend/descend a step stool or ladder to put away or reach supplies.
- Position self to retrieve materials from shelves and carts.
- Able to exchange accurate information with patrons and other staff.
- Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.



Job Title: Youth Services Coordinator

FLSA status: Non-exempt

Reports to: Library Director

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, Publisher, and Excel
 - Sirsidynix Workflows or equivalent OPAC

Position summary:

This employee is responsible for providing reference and readers' advisory services, planning and presenting programs, coordinating community outreach, and overseeing assigned collection areas.

Requirements for this position:

- Knowledge of department collections and online resources and ability to use the resources to perform job duties.

- Working knowledge of recreational reading interests and curriculum related information needs of children in preschool through high school.
- Working knowledge of infant, child, and adolescent development.
- Solid knowledge of general library philosophy including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of job duties.
- Strong written, verbal, and technological skills.

Education/Experience:

- Bachelor’s Degree required; MLIS or comparable combination of education and experience preferred.
- Experience working with children.

Duties of this position:

- Provides professional reference and readers’ advisory service to patrons utilizing electronic and print resources.
- Plans, develops, produces, and evaluates programs and services to meet community needs.
- Performs collection management for assigned areas of library’s collection including promotion, selection, weeding, and maintenance.
- Supervises library staff in Library Director’s absence.
- Connects with the community through outreach and collaboration with various groups and organizations to promote the use of library services.
- Regular public service duties include staffing service desks as coverage demands and providing instruction assistance to patrons.
- May work nights and weekends to support programming and outreach events, or staff service desk.

Physical requirements:

- Must be able to frequently remain in a stationary position for multiple hours at a time.
- Must be able to move about inside the library to collect materials and run programs.
- Constantly operate a computer and other equipment such as printer/copier.
- Occasionally ascend/descend a step stool or ladder to put away or reach supplies.
- Position self to retrieve materials from shelves and carts.
- Able to exchange accurate information with patrons and other staff.
- Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.

Job Title: Senior Library Assistant

FLSA status: Non-exempt

Reports to: Library Director

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, Publisher, and Excel
 - SirsiDynix Workflows or equivalent OPAC

Position summary:

Provides effective access to resources and information. Develops and implements strategies that increase the community's awareness of library services and programs. Performs technical, para-professional, and clerical work related to the acquisition, processing, and circulation of library materials.

Requirements for this position:

- Knowledge of department collections and online resources and ability to use the resources to perform job duties.
- Solid knowledge of general library philosophy including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of job duties.
- Strong written, verbal, and technological skills.
- Work activities are varied and require independent action, research, and judgment.

Education/Experience:

- Two years library experience or equivalent education.

Duties of this position:

- Provides professional reference and readers' advisory service to patrons utilizing electronic and print resources.
- Performs opening and closing of library duties.
- Participates in the development and maintenance of the collection.
- May plan and direct or carry out special projects.
- May conduct programs and classes.
- Regular public service duties include staffing service desk as coverage demands and providing instruction assistance to patrons.
- May work nights and weekends.
- Oversees library publicity, including website, social media, newsletter, and print materials.
- Oversees the operation of the library in the absence of other supervisors.

Physical requirements:

- Must be able to frequently remain in a stationary position for multiple hours at a time.
- Must be able to move about inside the library to collect materials and run programs.

- Constantly operate a computer and other equipment such as printer/copier.
 - Occasionally ascend/descend a step stool or ladder to put away or reach supplies.
 - Position self to retrieve materials from shelves and carts.
 - Able to exchange accurate information with patrons and other staff.
 - Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.
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Job Title: Library Assistant

FLSA status: Non-exempt

Reports to: Library Director

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, Publisher, and Excel
 - Sirsidynix Workflows or equivalent OPAC

Position summary:

This employee is responsible for the maintenance and organization of library materials and uses their knowledge of library materials, services, and programs to provide excellent customer service to library patrons. Performs technical, para-professional, and clerical work related to the acquisition, processing, and circulation of library materials.

Requirements for this position:

- Knowledge of department collections and online resources and ability to use the resources to perform job duties.
- Solid knowledge of general library philosophy including the Library Bill of Rights and the ability to transform that knowledge into daily practice in the fulfillment of job duties.
- Strong written, verbal, and technological skills.
- Work activities are varied and require independent action, research, and judgment.

Education/Experience:

- High school diploma or equivalent.

Duties of this position:

- Provides professional reference and readers' advisory service to patrons utilizing electronic and print resources.
- Performs opening and closing of library duties.
- Participates in the development and maintenance of the collection.

- May plan and direct or carry out special projects.
- Regular public service duties include staffing service desk as coverage demands and providing instruction assistance to patrons.
- May work nights and weekends.

Physical requirements:

- Must be able to frequently remain in a stationary position for multiple hours at a time.
 - Must be able to move about inside the library to collect materials and run programs.
 - Constantly operate a computer and other equipment such as printer/copier.
 - Occasionally ascend/descend a step stool or ladder to put away or reach supplies.
 - Position self to retrieve materials from shelves and carts.
 - Able to exchange accurate information with patrons and other staff.
 - Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.
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Job Title: Library Page

FLSA status: Non-exempt

Reports to: Library Director

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, Publisher, and Excel
 - Sirsidynix Workflows or equivalent OPAC

Position summary:

This employee is responsible for the maintenance and organization of library materials and uses their knowledge of library materials, services, and programs to provide excellent customer service to library patrons. The Library Page assists with routine tasks that support the day to day functioning of the library and preparation for special programs and events.

Requirements for this position:

- Ability to understand and carry out simple oral and written instructions.
- Ability to sort materials in alphabetic or numeric order.
- Uses good judgment, accuracy, and orderliness.

Education/Experience:

- No previous library experience required.

Duties of this position:

- Sort and shelve library materials alphabetically by author and title or numerically by Dewey Decimal System.
- Shelf read on an ongoing basis and shift items on shelves as needed.
- Perform opening or closing duties.
- Assist library staff as needed.
- Regular public service duties include staffing service desks as coverage demands and providing instruction assistance to patrons.
- May work nights and weekends

Physical requirements:

- Must be able to frequently remain in a stationary position for multiple hours at a time.
 - Must be able to move about inside the library to collect materials and run programs.
 - Regularly operate a computer and other equipment such as printer/copier.
 - Occasionally ascend/descend a step stool or ladder to put away or reach supplies.
 - Position self to retrieve materials from high and low shelves and carts.
 - Able to exchange accurate information with patrons and other staff.
 - Frequently pushes and pulls book carts weighing up to 75 lbs. and transports materials.
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Job Title: Maintenance Manager

FLSA status: Non-exempt

Reports to: Library Director

Requirements for all employees:

- Ability to relate tactfully and courteously with the public.
- Ability to work effectively with staff, patrons, supervisor, and others.
- Ability to follow procedures and policies.
- Ability to work accurately in a changing and varied environment.
- Core technology competency:
 - Microsoft Word, email, and basic use of internet.

Position summary:

This employee is responsible for overseeing all installation, repair, and upkeep of the library's facilities. Must have solid understanding of plumbing and electrical systems as well as carpentry and other crafts. Must be well-versed in all maintenance processes and health and safety regulations.

Requirements for this position:

- Solid understanding of technical aspects of plumbing, carpentry, electrical systems, etc.

- Working knowledge of facilities, machines, and equipment.
- Ability to keep track of and report on activity.
- Excellent communication and interpersonal skills.

Education/Experience:

- Degree from vocational school or BSc/BA in business administration or facility management preferred.
- Proven experience as maintenance manager or other managerial role.

Duties of this position:

- Develop maintenance procedures and ensure implementation.
- Carry out inspections of the facilities to identify and resolve issues.
- Check electrical of building to ensure functionality.
- Plan and oversee all repair and installation activities.
- Perform some general maintenance, including but not limited to, plumbing, carpentry, electrical, replacing lamps, painting, installing & moving furniture.
- Monitor equipment inventory and notify director when replacements are needed.
- Manage relationships with contractors and service providers.
- Keep maintenance logs and report on daily activities.
- Ensure health and safety policies are complied with.
- Mow the lawn, rake, shovel snow, and arrange for landscaping needs.
- May work nights and weekends.

Physical requirements:

- Must be able to move about library property to diagnose building issues and plan repairs or maintenance.
- Must be physically able to perform repairs and yard work when needed.
- Occasionally ascend/descend a step stool or ladder to perform duties.
- Able to exchange accurate information with library staff.
- Must be able to lift 25 pounds at a time.
- Must be able to lift, carry and push tools, equipment and supplies.
- Must be able to work indoor/outdoor in all weather conditions.

Approved by Cuba Library Board of Trustees Dec. 12, 2022.