



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

## Legislation Text

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**File #:** 23-1208, **Version:** 1

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### JOB DESCRIPTION

#### **Motion/Request:**

MOTION to approve a revised job description for Library Technician II - Youth Services as presented in the draft dated March 8, 2023.

#### **Background:**

The Head of Technical Services position and the vacant Library Assistant I/Children's position were being combined.

Both positions were a 20-hour a week unionized positions filled by separate employees and were being combined into one 30-hour a week unionized position, filled by one individual.

The updated/revised job description will take on the new title of Library Technician II - Youth Services which combines most of the Head of Technical Services responsibilities along with the Library Assistant I/Children's responsibilities.

Both the job descriptions for the old Head of Technical Services, old Library Assistant I/Children's are attached for reference.

The 20-hour per week Library Assistant I/Children's position has been vacant since 2017/2018 budget cuts and has remained unfilled since then.

With the recent retirement of the Head of Technical Services these job descriptions were being combined/updated to more effectively utilize staff, the needs of the Library and better serve the community.

(Please see attached job descriptions)

#### **Department Comment/Recommendation:**

(type text here)

#### **Human Resources Comment/Recommendation:**

This position is in the Town Hall Library Union Local 1303-184

#### **Financial Information:**

(type text here)

**Mayor Comment/Recommendation:**

I support the updated job description as presented.

**Meeting Action Detail:**

**Town Council Meeting 03/22/2023**

File #: [23-1208](#) Version: 1

Type: Job Description

Title: MOTION to approve a revised job description for Library Technician II - Youth Services as presented in the draft dated March 8, 2023.

Mover: Ingalls                      Seconder: McGrattan

Action: Approved

**Minute Note:**

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Councilor Ingalls stated the Library was combining these two positions.

VOTE: 7 - 0 Approved and so declared

Action: Approved

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**Administration Committee Meeting 03/08/2023**

File #: [23-1208](#) Version: 1

Type: Job Description

Title: MOTION to approve a revised job description for Library Technician II - Youth Services as presented in the draft dated February 15, 2023.

Mover: McGrattan                      Seconder: Ingalls

Action: Recommend to Approve

Minute Note:

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Library Director Jennifer Smith provided some background explaining with the recent retirement of their Head of Technical Services that she was proposing that this position be combined with the Library Assistant I/Children's position, which has been vacant since the 2017/2018 budget cuts and has remained unfilled since then. She explained that both positions were a 20-hour a week unionized positions filled by two separate employees. She stated the proposed **Library Technician II - Youth Service** job description, as presented this evening, has combined the two positions into one 30-hour a week unionized position, to be filled by one individual.

Ms. Smith went on to explain that the updated/revised job description would take on the new title of **Library Technician II - Youth Services** and was combining most of the Head of Technical Services responsibilities with the Library Assistant I/Children's responsibilities, which included both behind the scenes duties such as cataloging with a more public facing role servicing the young library patrons. She stated by combining these two positions that they would be able to more effectively utilize staff, support the needs of the Library, and better serve the community.

Councilor Ingalls questioned whether the Library had a person in-mind who would be suited to fill this position which needed the skills set to interface with the public as well as work behind the scenes. Ms. Smith stated that they did have a person in-mind who could take on this role.

Administrator of Human Resources Don Steinhoff explained that once the draft job description was completed that the position was posted using the draft job description. He stated interviews were conducted and that the position has been offered to the selected candidate. Ms. Smith stated that they have received a verbal acceptance from the person, noting that they have not yet received the signed Offer Letter.

Ms. Smith noted the following correction, the Library Technician II - Youth Services would be supervised by the Assistant Librarian I - Youth Services and or the ~~Administrative Assistant~~ **Library Director**.

The Committee agreed to correct the Supervised by: "*the Assistant Librarian I- Youth Services and or the Library Director*" as a "*friendly amendment*."

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve