



Legislation Text

File #: 23-1674, **Version:** 2

JOB DESCRIPTION

Motion/Request:

MOTION to approve an updated Assistant Librarian II - Adult Services Job Description as presented in the draft dated June 14, 2023.

Background:

The Library Assistant job description was outdated and the position title didn't best reflect the responsibilities of the role. The Director made suggestions that will work best for the department needs

Department Comment/Recommendation:

To approve the Job Description as revised

Human Resources Comment/Recommendation:

To approve the Job Description as revised

Financial Information:

(type text here)

Mayor Comment/Recommendation:

Suggested change to "culling" of collection to replace "weeding", found 2/3rds way down under heading "Essential Job Functions".

Meeting Action Detail:

Administration Committee Meeting 06/14/2023

File #: [23-1674](#) Version: 2

Type: Job Description

Title:

MOTION to approve an updated Assistant Librarian II - Adult Services Job Description as presented in the

draft dated ~~May 3, 2023~~ **June 14, 2023**

Mover: McGrattan Second: Ingalls

Action: Recommend to Approve

Minute Note:

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Councilor McGrattan noted the first sentence under “*General Statement*” stated the following:

“The Assistant Librarian II- Adult Services is responsible for the operation of the of the library buildings of the Ledyard Library Commission....”

Councilor McGrattan questioned the reason the “Ledyard Library Commission” was included in this job description, noting that it was not in any of the other Library Job Descriptions.

Chairman Dombrowski suggested striking “~~Ledyard Library Commission~~” noting that the buildings were owned by the Town of Ledyard and not by the Library Commission. The Administration Committee agreed to strike “*Ledyard Library Commission*” from the section titled “*General Statement of Duties*”.

Library Director Jennifer Smith stated the Assistant Librarian II-Adult Services was in-charge during her absence. She agreed with striking “*Ledyard Library Commission*”, as suggested by Chairman Dombrowski above, from the job description.

Councilor McGrattan questioned whether the Assistant Librarian II-Adult Services was equal or on-par with the Assistant Librarian I-Youth Services. Ms. Smith explained the Assistant Librarian II-Adult Services was a step above the Assistant Librarian I- Youth Services position, noting they had additional supervisory responsibilities and were in-charge during her absence.

As mentioned during the previous discussion (see above Item #2) the Administration Committee also added the following language “*Supports the Library social media presence and update content on the Library’s website in accordance with the Town’s Social Media Policy*” be added under the “*Essential Job Functions*”.

Councilor Ingalls stated the Committee would be approving the updated *Assistant Librarian II - Adult Services* Job Description as contained in the draft dated **June 14, 2023**.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve