



Legislation Text

File #: 23-1673, Version: 2

JOB DESCRIPTION

Motion/Request:

MOTION to approve an updated *Assistant Librarian I - Youth 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The Library Assistant job description was outdated and the position title didn't best reflect the responsibilities of the role.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:

Minor edits suggested include: under "Supervision Received" add space between "Library" and "Director", under "Supervision Exercised", strike final "s" from the word "supervises", under "Essential Job Functions", replace "weed" with the word "cull".

Meeting Action Detail:**Administration Committee Meeting 06/14/2023**

File #: [23-1673](#) Version: 1

Type: Job Description

Title:

MOTION to approve an updated *Assistant Librarian I - Youth Services* Job Description as presented in the draft

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

Mover: McGrattan Seconder: Ingalls

Action: Recommend to Approve

Minute Note:

Moved by Councilor Ingalls, seconded by Councilor McGrattan

Discussion: Library Director Jennifer Smith stated Mayor Allyn, III, suggested the job descriptions include language regarding “*social media*” because it was a large part of the Library’s role. Therefore, she suggested 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*” heading to the following two Job Descriptions:

- *Assistant Librarian I - Youth Services*
- *Assistant Librarian II - Adult Services*

Ms. Smith also noted that Mayor Allyn provided some minor edits which included changing the word “*weed*” to “*cull.*” In the section titled “*Essential Job Functions*”.

“*Evaluate and ~~weed~~ **cull** the youth collection on an annual basis*”

The Administration Committee agreed to add the suggested language and edits noted above as a “*friendly amendment*”.

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

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve