



# TOWN OF LEDYARD

741 Colonel Ledyard  
Highway  
Ledyard, CT 06339-1511

## Legislation Details (With Text)

<b>File #:</b>	23-1672	<b>Version:</b>	1	<b>Name:</b>	
<b>Type:</b>	Job Description	<b>Status:</b>		Passed	
<b>File created:</b>	5/16/2023	<b>In control:</b>		Town Council	
<b>On agenda:</b>	6/28/2023	<b>Final action:</b>		6/28/2023	
<b>Title:</b>	MOTION to approve an updated Library Technician I - Reference Job Description as presented in the draft dated May 3, 2023.				
<b>Attachments:</b>	1. 2023.03 Library Technician I - Reference.pdf				

Date	Ver.	Action By	Action	Result
6/28/2023	1	Town Council	Approved and so declared	Pass
6/14/2023	1	Administration Committee	Recommended for Approval	Pass

### JOB DESCRIPTION

#### Motion/Request:

MOTION to approve an updated *Library Technician I - Reference* Job Description as presented in the draft dated May 3, 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The Library Assistant job description was outdated and the position title didn't best reflect the responsibilities of the role.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:

(type text here)

**Meeting Action Detail:**

**Administration Committee Meeting 06/14/2023**

File #: [23-1672](#) Version: 1

Type: Job Description

**Title:**

MOTION to approve an updated *Library Technician I - Reference* Job Description as presented in the draft dated May 3, 2023.

Mover: McGrattan

Seconded: Ingalls

Action: Recommend to Approve

**Minute Note:**

Moved by Councilor McGrattan, seconded by Councilor Ingalls

Discussion: Library Director Jennifer Smith stated the *Library Technician I - Reference* Job Description has not been updated since 2017. She explained that the Job Title and duties now include the work that the position has been doing which included “*Technician*”.

Ms. Smith provided an overview regarding the four Library Job Descriptions that were being considered this evening. She explained that the titles for three of Job Descriptions were being updated to more accurately reflect the role of the positions. She stated currently they had the following job description titles “*Assistant Librarians*” and “*Library Assistants*” noting that it was confusing. Therefore, she stated this job description update project was mainly to clarify the titles of the job descriptions and to clean-up the outdated language as well.

The Administration Committee agreed that they did not have any questions regarding the *Library Technician I - Reference* position, noting that the updates to this Job Description were straight forward.

VOTE: 2 - 0 Approved and so declared

Action: Recommend to Approve