

William Paton Public Library

Personnel Policy

Following is the job description and requirements for the position of Library Director of the William Paton Public Library.

Candidates should hold at least a high school diploma or equivalent. They should be in good health and capable of minor lifting, bending, stretching and stamina. They must be self-motivated, adaptable, eager, and able to learn. They must have basic computer knowledge (or willingness to learn), good communication skills and be willing to become familiar with office equipment.

Library Director

The librarian will be hired at the discretion of the Paton Library Board according to the job description.

1) Job Description and Responsibilities

- a. Maintain financial records
- b. In charge of all reports as required by the city, county and state. These reports need to be discussed at board meeting 60 days before each report is due and at 30 days progress and expected completion date.
- c. Maintain all sections of the library; keeping material current.
- d. Prepare monthly board agenda
- e. Keep facilities decorated and current
- f. Maintain publicity of library as needed
- g. Work with board in developing new programs and fundraiser events
- h. Attend Public Library Management classes for "Library Director Endorsement" and GCLA activities to gain/remain certified. Travel expenses and reimbursement need to be approved by board.
- i. Order office and miscellaneous supplies as needed
- j. Keep the library neat and clean
- k. Stay current with all technology sources
- l. Salary will be negotiated between librarian and board
- m. Evaluations every 3 months from hire date for the first year of employment; and a yearly evaluation every year thereafter.
- n. Library will be open approximately 22 hours per week. Upon board assessment, hours may be changed as needed.

2) Sick Leave and Vacation

- a. Requested time off will be no more than 6 hours month, unless approved by the board.
- b. Librarian will find a suitable volunteer to replace them. If no one is found to cover a shift, the librarian will contact the board president.

3) Dismissal

- a. Grounds for dismissal include willful neglect of duty, misuse of funds/materials, and unsatisfactory job performance.

Revised: February 2022