



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

January 14, 2019

5:15 PM

Board of Education Conference Room, Town Hall, 933 Hopmeadow Street

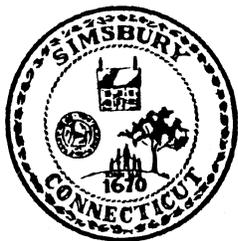
SPECIAL MEETING AGENDA



Call to Order

- 1) Proposed Changes to Circulation Assistant Job Description
- 2) Approval of Minutes
 - a) August 27, 2018
 - b) August 29, 2018
 - c) September 27, 2018
 - d) December 10, 2018

Adjournment



Town of Simsbury

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Maria E. Capriola - Town Manager

To: Personnel Sub-Committee

From: Maria E. Capriola, Town Manager

Cc: Eric Gomes, HR Coordinator; Lisa Karim, Library Director

Date: January 10, 2019

Re: Proposed Job Description Update – Simsbury Public Library

Background

Attached please find proposed changes to the existing job description for the Circulation Assistant position. I am also proposing an official job title change from Circulation Assistant to Library Services Assistant (Adult Department).

The proposed modifications are minor in scope. The Library Director was involved in preparing the revisions. This position is represented by the CSEA Secretarial, Clerical & Library union and the union has approved the requested changes. There are no proposed changes to the pay range at this time.

Chapter 9, Section 902 of the Charter requires that I prepare and submit proposed job descriptions to the Board of Selectmen for review and approval. Excerpted Charter language reads:

“...the Town Manager shall cause to have prepared a statement of the duties and responsibilities of each position in the Town service and of the minimum qualifications for appointment to such position. The statement so prepared shall become effective upon the approval by resolution of the Board of Selectmen and may be amended, upon recommendation of the Town Manager, by resolution of the Board.”

Past practice has included a review by the Personnel Sub-Committee of proposed modifications to job descriptions.

Recommendation

I am recommending that the modifications to the job description be approved as presented. If the Committee believes that additional work is needed on the description, the matter can be tabled at the Board of Selectmen meeting January 14th.

Suggested Motion

If the Personnel Sub-Committee is in support of the proposed changes, the following suggested motion is in order:

Move effective, January 14, 2019 to endorse the proposed modifications to the job description and to change the job title for the Circulation Assistant position to the Library Services Assistant (Adult Department) as presented. Further move that this recommendation be forwarded to the full Board of Selectmen.

Attachments

a) Proposed Job Description – Library Services Assistant (Adult Department)

Circulation Assistant Library Services Assistant – Adult Department (FT & PT)
Secretarial, Clerical, and Library Employees Pay Plan, Grade T-3
Effective: January 14, 2019

Position Definition:

Under the direct supervision of the Head of Borrowing & Technical Services and the general supervision of the Library Director, the Adult Library Services Assistant is responsible for performing a wide variety of circulation duties and providing patron services related to the access and use of library materials and equipment. The Adult Library Services Assistant also assists with promoting library materials and **planning and implementing outreach initiatives and programing** for teens and adults. Adult Library Services Assistants must be knowledgeable about the Library's resources, services, spaces, policies and practices. Commitment to excellent customer service is imperative.

Essential Duties:

- Performs basic and advanced circulation functions, including checking materials in and out; renewing materials; placing and managing holds; creating, updating and renewing patron accounts; and accepting and processing requests for purchase and interlibrary loan
- Ensures the orderly flow of materials from the Circulation Desk to the shelves, including shelving material
- Sorts, packs and processes interlibrary deliveries
- Ensures the accuracy of library patron accounts and assures the confidentiality of library use and accounts
- Provides general and directional assistance to all users, in person, by phone and by email. Collaborates with all departments and gives referrals to other departments as needed in order to provide the best possible service to the community
- Educates and assists users in the use of the Library and its resources, including use of the self-checkout and automatic book return machines, the catalog, electronic resources, equipment and patron services
- Resolves user inquiries and concerns regarding material availability and library patron accounts, including lost or overdue items, fines and fees or registrations. Refers complex issues to the Head of Borrowing & Technical Services.
- Assists users in locating appropriate material and engages in recommending items
- Monitors and performs basic troubleshooting of self-checkout and automatic book return machines, such as replacing receipt paper
- Inspects returning material and equipment for loss or damage and processes damaged or lost materials and fees accordingly
- Recommends selection of materials based on professional standards, patron requests, and acknowledged review sources
- Assists with the development and maintenance of promotional and instructional materials, including library signage and displays, to encourage the use of the Library

- Respects the facility and work environment by keeping work area neat, handling cleanups and reporting maintenance issues promptly and appropriately
- Keeps informed of current consortium policies, procedures and practices and interprets them to the public in a pleasant and effective manner
- Keeps informed of current Library policies, procedures and practices and interprets them to the public in a pleasant and effective manner
- Identifies, collects, interprets and presents statistics as needed
- Distributes mail as needed
- Coordinates with Pages and volunteers, as necessary and as directed by the Head of Borrowing & Technical Services
- Processes and manages interlibrary loan requests, as directed by the Head of Borrowing & Technical Services
- Processes and maintains periodical collection, as directed by the Head of Borrowing & Technical Services
- Performs opening and closing procedures in the Borrowing Department
- Performs other duties as assigned

Additional Duties:

- Notifies patrons of waiting material in the absence of volunteers to do so
- Performs shelf-reading, weeding and collection maintenance as time allows
- Assists with the design and implementation of programs and activities, including Library tours, both in the Library and in the community, for teens and adults as time allows
- Attends professional meetings, workshops and continuing education opportunities to perform job competencies
- Assists in other departments as needed

Required Knowledge, Skills and Abilities:

- Positive and enthusiastic approach to customer service, in person and on the phone
- Ability to relate well and effectively communicate with patrons of varied backgrounds, ages and abilities, in person, by phone and by email
- Demonstrated attention to detail
- Demonstrated technology literacy and competency
- Demonstrates solid decision making, organizational and problem solving skills
- Ability to perform basic mathematical computations and make change
- Ability to alphabetize correctly and to understand numerical arrangements utilizing the Dewey Decimal System
- Ability to work independently with minimal supervision
- Ability to work and interact effectively with staff, administrators and volunteers, as well as work as part of a cohesive team
- Ability to interpret and follow a variety of instructions in oral and written format
- Ability to maintain a calm atmosphere, assure safety and respond to emergencies
- Exhibits flexibility and the willingness to work in a dynamic, busy and changing environment

Required Physical and Mental Effort and Environmental Conditions:

- Ability to lift books and other materials, weighing up to twenty-five (25) pounds, from shelves ranging from 6" to 8' from the floor and return them to their proper place(s)
- Ability to stand and walk for extended periods of time; move throughout the Library; bend, reach and crouch to shelve and retrieve materials; push and pull carts loaded with materials
- Ability to use a PC terminal, laptop or tablet for extended periods of time
- Ability to read fine print materials
- Ability to work in office and public settings subject to continuous interruptions and background noises
- Ability to be flexible and adapt in a fast paced, complex and changing environment
- Ability to move throughout the Library and other Town sites
- Ability to represent the Library in the community and at public gatherings and speak to public groups
- to maintain a calm atmosphere, assure safety and respond to emergencies
- Ability to work evenings and weekends

Required Minimum Qualifications

High school diploma/GED required; college degree preferred. Proficiency with current technology and applications. The ability to establish a positive rapport with the public and strong customer service skills are essential. Public library experience is desirable.

License or Certificate:

Motor Vehicle Operator's License

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

Personnel Sub-Committee
Special Meeting
Monday, December 10, 2018
Main Meeting Room, Town Hall, 933 Hopmeadow Street

DRAFT – MINUTES

Members Present: Chris Kelly, Eric Wellman

Staff Present: David Gardner

The meeting was called to order at 5:54 PM. The sub-committee interviewed candidates for the unaffiliated voter position as an alternate for the Board of Assessment Appeals.

After deliberation, Chris Kelly moved and Eric Wellman seconded a motion to appoint David Johnson as a Board of Assessment Appeals alternate. The motion passed 2-0.

The minutes of the October 25, 2018 regular meeting were accepted.

Chris Kelly made and Eric Wellman seconded a motion to adjourn, which passed 2-0, and the meeting was adjourned at 6:45 PM.

Respectfully Submitted,

David M. Gardner
Assessor
Town of Simsbury