



**Required Knowledge of:**

- Principles and practices of professional library operations.
- Principles and practices of effective employee supervision.
- Principles and practices of library services and programming.
- Dewey Classification, circulation and cataloging
- Library automated systems.
- Uses and applications of personal computers and various software applications.

**Required Ability to:**

- Develop and maintain effective working relationships with Town staff, Council members, various external organizations and individuals and the general public.
- Create and deliver various children’s programs and services.
- Present programs to large groups.
- Perform research.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of library software.

**Physical Demands / Work Environment:**

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 15 pounds.

*Core values: Integrity . Teamwork . Respectful Communication . Service . Leadership . Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
<b>FLSA Designation</b>		11/20/2016			Non-Exempt	
<b>Comp Classification</b>		05/01/2017		21	Non-Exempt	
		07/2019		23	Exempt	
		5/2021		24	Exempt	

APPROVED:     *Laura Kyriakakis*    

DATE:     8/21/2019