

PERSONNEL JOB DESCRIPTIONS

Full Time Positions:

- Library Director (Professional / Administrative - Salaried) – Shirley Vonderhaar (hired September 1987)
- Assistant Library Director (Professional / Administrative – Salaried) – Dawn Schrandt (hired August 2011)
- Young and Emerging Adult Services Librarian – Blended position (Professional / paraprofessional – regular hourly full-time position) - Paul Zurawski (hired as Clerk in June 2012; promoted to FT Librarian June 2015)

Part Time Positions:

- Youth Services Librarian (Professional / paraprofessional – regular part-time) – Kimshiro Benton-Hermsen (hired September 1989)
- Senior Services Librarian (Professional / paraprofessional – part-time) – Ann Boeckenstedt (hired May 15, 2018)
- Technical Services Clerk (Paraprofessional / clerical – regular part-time) – Paul Zurawski (hired into this position June 2012. Previously worked as circulation and shelving clerk; became part of a blended FT position with Young and Emerging Adult Librarian position effective 6/1/2015)
- Circulation / Shelving Clerk (Clerical / support – regular part-time (20+ hours) or part-time (less than 20 hours) Jo Amunson (hired January 2008), Sarah Keffeler-Gibson (November 2012), Debbie Gudenkauf (hired May 2015), Brian Alm (hired July 2015), Devin Werner (hired 7/11/18)
- Processing Clerk (Clerical support part-time) – Ann Boeckenstedt (currently blended position hired 7/16/18)
- Programming Clerk (Clerical / support – part-time) – currently unfilled
- Library Aide (Support) – AARP Position – currently unfilled

General Notes:

Some tasks will rotate depending on the time and responsibilities of various personnel. These tasks include but are not limited to:

- Processing materials
- Displays and exhibits
- Cleaning, dusting, etc.
- Shelving
- Shelf reading
- Other duties as assigned

All staff are expected to perform these “General Library Duties”.

1. Work circulation desk.
2. Answer telephone.
3. Answer reference and reader’s advisory questions.
4. Assist patrons in the use of the public access catalog.
5. Assist / instruct patrons in the use of the computers and / or Internet.
6. Handle fees.
7. Shelve materials.
8. Shelf read.
9. Assist patrons in use of the library and finding materials.

10. Assist / instruct patrons in the use of the library equipment (copier, reader printer, projection system)
11. Open and close library.
12. Give library tours.
13. Assist with programming.
14. Cooperate with staff and volunteers in performing tasks essential to the achievement of efficient library operation.
15. Assist in training and work with volunteers of all ages.
16. Maintain policies and procedures approved by the City Council and Library Board of Trustees.
17. Enter patron data into the computer system (if working circulation desk).
18. Perform minor repairs.
19. Process materials.
20. Light janitorial duties.
21. Perform any duties as assigned by library director.

Priority for all staff is customer service.
Helping the customer comes before ALL other duties.

LIBRARY DIRECTOR – Shirley Vonderhaar

1. Title: Library Director
2. Reports to: James Kennedy Public Library Board of Trustees
3. Purpose and scope of the job:
 - Administrative and professional work in directing all the personnel and activities of the James Kennedy Public Library.
 - Involves direction, planning, coordinating, and controlling all the activities and personnel of an active, medium-sized municipal public library.
 - Supervises a minimum of ten employees, both full and part-time, as well as a variety of volunteers.
 - Is a City of Dyersville employee.
 - Works with the library staff, library Board of Trustees, city government officials and staff, and State Library of Iowa to provide the best possible library service to residents of the City of Dyersville.
 - Work is carried out in accordance with policies established by the James Kennedy Public Library Board of Trustees
4. Specific duties:
 - Administration and management
 - Direct management and supervision of Assistant Director and Librarians
 - Adult fiction print collection development and related programming
 - Electronic (eBooks, eAudio, streaming video, databases, etc.) collection development
 - Library of Things collection development and related programming
 - Cataloging children's print materials, young adult print materials, and adult fiction materials
 - Supervision of all collection development
 - Supervision and maintenance of collection (arrangement and weeding)
 - Supervision of cataloging and classification (including original cataloging)
 - Reference (assisting patrons in locating information)
 - Reader's advisory (advising patrons on choosing books and materials)
 - Management of automation and technology processes
 - Information literacy (teaching patrons how to use the library)
 - Grant writing
 - Supervision of all programming
 - Supervision of public relations activities
 - Supervision of maintenance and troubleshooting of public and staff computer workstations and other devices
 - Supervision of library website
 - Compilation of statistics and reports
 - Allocation of materials budget
 - Preparation of preliminary annual budget
 - Administration of annual budget
 - Recommendations of new policies; revisions of existing policies
 - Authorized to sign contracts on behalf of the Board of Trustees
 - Continuing education

- Attendance at Board Meetings, Agency meetings, County Meetings, etc.
- Related work as required

5. Knowledge, abilities, and skills:

Required: Knowledge of the mission, purpose and policies of the library
 Knowledge of books, authors, and publications in all formats
 Knowledge of the principles and practices of librarianship
 Knowledge of good customer service principles with an ability to deal professionally with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
 Knowledge of computers, library technology, and automated systems
 Ability to utilize computer and other technology and run basic computer programs, including but not limited to Microsoft Office, Internet browsers, email, etc.
 Ability to supervise employees and volunteers at all levels of expertise
 Ability to communicate effectively, both orally and in writing
 Ability to plan, organize, and carry out library activities
 Ability to prepare and maintain work records
 Ability to deal with the public in difficult and general work situations
 Ability to work with other city employees
 Skill in the use and care of standard library and office equipment

Preferred: Understanding of the unique needs of rural communities
 Knowledge of grant writing procedures
 Knowledge of public relations and publicity methods
 Ability to prepare and defend budgets
 Knowledge of programming techniques

6. Education and experience:

Required: MLS or equivalent

Preferred: Experience in professional public library service
 Experience in administration and management
 Experience in budgeting

7. Full-time salaried position

Adopted 8/1988; revised 11/92; 10/93; 5/96; revised 2/2002, 7/04, revised 6/07, reviewed 1/10, revised 5/11, 5/2014, reviewed 11/2015; updated by staff 3/2021 for City Compensation Study; revised 9/2021

ASSISTANT DIRECTOR – Dawn Schrandt

1. Title: Assistant Director
2. Reports to: Library Director
3. Purpose and scope of the job:
 - Administrative and professional work of assisting the director in supervising the day-to-day operations of the James Kennedy Public Library
 - Involves direction, planning, and coordinating all the activities of the Circulation and Technical Services departments in an active, medium-sized municipal public library
 - Responsible for Marketing and Public Relations duties including but not limited to:
 - Assignment and / or preparation of public relations materials (newspaper columns, fliers, calendar of events, displays, newsletters, etc.)
 - Maintenance of website
 - Collection development and related programming in select areas – media (audio, visual materials), adult non-fiction print collection, inspirational fiction print collection
 - Supply management
 - Is a City of Dyersville employee
 - Works with the Library Director and other library staff to provide the best possible service to the City of Dyersville
 - Is person in charge of the library when the library director is unavailable
4. Specific Duties:
 - Management of Circulation Department
 - Management of Technical Services Department
 - Management of Information Technology
 - Coordinates the volunteer program, including management and supervision of all volunteers and community service persons
 - Marketing and public relations, including but not limited to preparation of fliers, monthly calendar of events, weekly email newsletter, press releases, PSAs, weekly newspaper columns, and supervision of display space (in collaboration with other staff)
 - Maintenance of library website
 - Inspirational Fiction collection development and programming
 - Adult nonfiction collection development and programming
 - Media collection development and programming (in collaboration with other staff)
 - Reference, including primary responsibility for Internet and Web Searching
 - Reader's advisory (advising patrons on choosing books and materials)
 - Supervision of overdue materials procedures
 - Assist with cataloging and classification
 - Assist with grant writing, research, and review
 - Supervision of Interlibrary Loan Services

- Supervision of mending and repairing of materials in all formats
- Information literacy
- Circulation
- Assist patrons with computers (word processing, web searching, etc.)
- Responsible for opening at least one morning per week, working the evening and closing one evening per week, and / or working one or more weekend shift.
- Represents the James Kennedy Public Library at meetings, conferences, etc., as deemed appropriate by the Library Director
- Responsible for managing the library when the Director is unavailable
- Continuing education
- Related work as required

5. Knowledge, Abilities, and Skills:

Required: Knowledge of the mission, purpose and policies of the library
 Knowledge of the principles and practices of librarianship
 Knowledge of good customer service principles with an ability to deal professionally with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
 Knowledge of computers, library technology, and automated systems
 Ability to utilize computer and other technology and run basic computer programs, including but not limited to Microsoft Office, Internet browsers, email, etc.
 Ability to supervise employees and volunteers at all levels of expertise
 Ability to communicate effectively, both orally and in writing
 Ability to plan, organize, and carry out library activities
 Ability to prepare and maintain work records

Preferred: Knowledge of cataloging and classification
 Knowledge of interlibrary loan
 Knowledge of grant writing procedures
 Knowledge of marketing and public relations
 Knowledge of social networking, including websites, blogs, Facebook, Twitter, etc.

6. Education and Experience:

Required: MLS or equivalent

Preferred: Experience in professional public library service
 Experience in administration and management

7. Full-time salaried position

YOUNG AND EMERGING ADULT SERVICES LIBRARIAN - Paul Zurawski

1. Title: Young and Emerging Adult Services Librarian
2. Reports to: Library Director
3. Purpose and scope of the job:
 - Professional work in the following areas:
 - Young Adult Services – ages 12-17; includes:
 - Collection development for youth 6th -12th grade
 - Programming, including outreach programs for youth 6th -12th grade
 - Coordinator of TACKL (Teen Advisory Council for the Kennedy Library)
 - Emerging Adult Services – ages 18 – 25; includes:
 - Programming, including outreach programs for adults 18 – 25
 - Information Technology and Gaming Services – includes:
 - Management of the library’s social networking presence, including but not limited to Facebook, Twitter, YouTube, and Instagram
 - Gaming collection development and programming
 - Routine maintenance and troubleshooting of staff and public computers, including towers, laptops, tablets, eReaders, and other mobile devices
 - Programming and classes, including development of instruction sheets on using towers, laptops, tablets, eReaders, and other mobile devices
 - Collection development of periodicals, magazines and newspapers
 - Involves directing, planning, coordinating, and controlling all the activities in a department or program area of an active, medium-sized municipal public library
 - Includes but is not limited to programs within the library and at outreach centers (i.e. schools, public events, etc.)
 - Utilizes books, stories, songs and other library resources
 - Programming may include presenting and facilitating events, teaching classes, etc.
 - Includes responsibility for displays and exhibits in department or program area
 - Supervises clerks and volunteers when necessary
 - Is a City of Dyersville employee
 - Works with the Library Director and other library staff to provide the best possible service to the City of Dyersville
 - When assigned, is person in charge of the library when the Library Director or Assistant Director is unavailable
4. Specific Duties:
 - Circulation
 - Reference
 - Reader's advisory
 - Information literacy
 - Assist patrons with computers (word processing, web searching, etc.)
 - Public relations activities in collaboration with Assistant Director (for assigned program areas)

- Collection development, including books, periodicals, and non-print materials (for assigned program areas)
- Programming (for assigned program areas)
- Supervision of bulletin boards, decorating, displays and exhibits (for assigned program areas)
- Responsible for opening at least one morning per week, working the evening and closing one evening per week, and working Saturdays. Works a minimum of 10 hours per week as “Librarian in Charge”
- Supervision of clerks, volunteers, etc. when are “Librarian in Charge”
- Represent the James Kennedy Public Library at meetings, conferences, etc., as deemed appropriate by the Library Director
- Manage the library when the Director and Assistant Director are unavailable
- Continuing Education as recommended or approved by the Library Director
- Related work as required

5. Knowledge, Abilities, and Skills:

- Required: Knowledge of the mission, purpose and policies of the library
 Knowledge of materials, authors and publications in one or more program area
 Knowledge of the principles and practices of librarianship
 Knowledge of good customer service principles with an ability to deal professionally with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
 Knowledge of computers and technology
 Ability to utilize computer and other technology and run basic computer programs, including but not limited to Microsoft Office, Internet browsers, email, etc.
 Ability to plan, organize, and carry out library activities
 Ability to prepare and maintain work records
 Knowledge of social networking, including websites, blogs, Facebook, Twitter, YouTube, Instagram, etc.
- Preferred: Knowledge of program planning and facilitation techniques

6. Education and Experience:

- Required: B.A. or equivalent combination of education and experience
 Certification at any level by the State Library of Iowa within 2 years of start date
- Preferred: MLIS
 Experience in library services and tasks

7. Regular full-time hourly position.

Revised 5/2011, 5/2012, 12/12, 5/2014, 11/2015;
 updated by staff 3/2021 for City Compensation Study; revised 9/2021

LIBRARIAN: Senior Services, Youth Services (Part-time)

8. Title: Librarian

9. Reports to: Library Director

10. Purpose and scope of the job:

- Professional work in all areas of one or more of the following:
 - Children Services – ages 0-11; includes:
 - Collection development for infants – 5th grade
 - Programing, including outreach programs such as OutReads, for infants – 5th grade
 - Senior Services – ages 55+, includes:
 - Collection development for adults 55 and older
 - Programming, including outreach programs such as Branching Out, presentations at local nursing homes and retirement centers, and the Homebound program for adults 55 and older
 - Coordinator of the Senior Advisory Group
 - Genealogy / Iowa History Services – includes:
 - Provide assistance with genealogy and Iowa history research
- Involves directing, planning, coordinating, and controlling all the activities in a department or program area of an active, medium-sized municipal public library
- Includes but is not limited to programs within the library and at outreach centers (day care, senior centers, schools, etc.)
- Utilizes books, stories, songs and other library resources
- Programming may include presenting programs, teaching classes, etc.
- Includes responsibility for displays and exhibits in department or program area
- Supervises aides and volunteers when necessary
- Is a City of Dyersville employee
- Works with the Library Director and other library staff to provide the best possible service to the City of Dyersville
- When assigned, is person in charge of the library when the Library Director or Assistant Director is unavailable

11. Specific Duties:

- Circulation
- Reference
- Reader's advisory
- Information literacy
- Assist patrons with computers (word processing, web searching, etc.)
- Public relations activities in collaboration with Assistant Director (for assigned program areas)
- Collection development, including books, periodicals, and non-print materials (for assigned program areas)
- Programming (for assigned program areas)
- Supervision of bulletin boards, decorating, displays and exhibits (for assigned program areas)
- All librarians will be responsible for opening at least one morning per week, working the evening and closing one evening per week, and / or working one or more weekend shift. Modifications to these expectations may be made at the

library director's discretion if a librarian is working alternative evening or weekend hours.

- All librarians will work a minimum of 10 hours per week as "Librarian in Charge" - Reduce to 8?
- Supervision of subordinate employees, volunteers, etc. when are "Librarian in Charge"
- Represent the James Kennedy Public Library at meetings, conferences, etc., as deemed appropriate by the Library Director
- Manage the library when the Director and Assistant Director are unavailable
- Continuing Education as recommended or approved by the Library Director
- Related work as required

12. Knowledge, Abilities, and Skills:

- Required: Knowledge of the mission, purpose and policies of the library
Knowledge of materials, authors and publications in one or more program area
Knowledge of the principles and practices of librarianship
Knowledge of good customer service principles with an ability to deal professionally with both the public and library staff as well as establish and maintain effective working relationships with employees and the general public.
Knowledge of computers and technology
Ability to utilize computer and other technology and run basic computer programs, including but not limited to Microsoft office, Internet browsers, email, etc.
Ability to plan, organize, and carry out library activities
Ability to prepare and maintain work records
Knowledge of social networking, including web sites, blogs, Facebook, twitter, etc.
- Preferred: Knowledge of programming techniques

13. Education and Experience:

- Required: B.A. or equivalent combination of education and experience
Certification at any level by the State Library of Iowa within 2 years of start date
- Preferred: Experience in library services and tasks

14. Permanent part-time position, requiring some evenings, week-ends, and flexibility to meet requirements of programming / average work week of 20-25 hours.

(Previous Youth Services, Senior Services and Adult Services Librarian job descriptions were merged into this one position in 2011)
Approved 5/2011, revised 5/2014, revised 11/2015, revised 9/2021

TECHNICAL SERVICES CLERK

1. Title: Technical Services Clerk
2. Reports to: Assistant Director
3. Purpose and scope of the job:
 - Interlibrary loan activities, packaging and shipping, and office work in the public library
 - All duties expected of a circulation, shelving, and processing clerk as schedule and primary duties allow.
 - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library
 - May supervise the library during brief periods of time when supervisory staff are on break
 - Is a City of Dyersville employee
 - Works with the library staff to provide the best possible service to the City of Dyersville
4. Specific Duties:
 - Interlibrary loan (primary)
 - Circulation (primary, as assigned)
 - Shelving of materials in all areas of the library (primary, as assigned)
 - Shelf reading
 - Sorting mail, including checking in new materials, comparing them to packing slips, reconciling packing slips with invoices (primary, as assigned)
 - Copy cataloging
 - Assistance with programs, when requested
 - Answer telephone
 - Respond to simple informational (i.e., hours) and directional (where is the ... section) requests
 - Simple reference
 - Related work as required
5. Knowledge, Abilities, and Skills:
 - Required: Ability to follow written and oral instructions
 - Ability to operate a computer and Microsoft Office programs.
 - Ability to delegate
 - Ability to work with the public
 - Knowledge of the Dewey Decimal System
 - Physical ability to bend and reach as required by shelving tasks

 - Preferred: Willingness to learn new skills
 - Some knowledge of routine library procedures
 - Knowledge of programming techniques

6. Education and Experience:

Required: B.A. or equivalent combination of education and experience.
Experience with computers

Preferred: Experience with organizational systems
Experience in routine library work

7. Part-time hourly position / average work week of 10 hours, including at least 10 hours per week during regular daytime business hours for interlibrary loan duties.

NOTE: This position is currently blended with the Young and Emerging Adult Librarian position.

Revised 5/2011, 5/2012, 12/12, 5/2014, 11/2015, revised 9/2021

CIRCULATION, SHELVING, PROGRAMMING, and PROCESSING CLERK

1. Title: Circulation, Shelving, Programming, and Processing Clerk
2. Reports to: Assistant Director
3. Purpose and scope of the job:
 - Routine circulation, processing, programming and shelving work in the public library
 - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library
 - Is a City of Dyersville employee
 - Works with the library staff to provide the best possible service to the City of Dyersville
4. Specific Duties:
 - Circulation (primary, as assigned)
 - Shelving of materials in all areas of the library (primary, as assigned)
 - Shelf reading
 - Sorting mail, including putting out newspapers and distributing mail to the appropriate employee mailbox
 - Unpacking boxes of new materials including comparing contents to packing slips, reconciling packing slips with invoices
 - Processing of withdrawn books, including removal from JKPL catalog
 - Processing of materials designated for the storage or duplicate collections
 - Assist with overdue procedures (primary, as assigned)
 - Labeling, covering and otherwise preparing new materials in all formats from arrival to shelf ready (primary, as assigned)
 - Repairing materials in all formats (primary, as assigned)
 - Answer telephone
 - Operate standard office equipment such as copier, fax, etc.
 - Respond to simple informational (i.e., hours) and directional (where is the ... section) requests
 - Simple reference and reader's advisory
 - Basic tech support for public access computers
 - Assistance with interlibrary loan processing
 - Program planning and implementation (primary, as assigned)
 - Assistance with programs, when requested
 - Related work as required
 - May be required to manage library alone during brief times when librarian is not available

Note: Primary, as assigned means a specific staff member has been assigned this duty.

5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions

Ability to operate a computer
Ability to work with the public
Willingness to learn new skills
Physical ability to bend and reach as required by assigned tasks

Preferred: Knowledge of the Dewey Decimal System
Knowledge of routine library procedures

6. Education and Experience:

Required: Some high school (must be at least 16 years old)
Experience with computers

Preferred: Experience with organizational systems
Experience in routine library work
Experience with program planning

7. Part-time position with hours ranging from 5 to 25 hours per week.

adopted 5/1996; revised 1/97; 1/98; 7/2004, 5/11, 5/12, revised 5/2014,
reviewed 11/2015; revised 9/2021

SUMMER / TEMPORARY LIBRARY AIDE

1. Title: Summer / Temporary Library Aide
2. Reports to: Assistant Library Director
3. Purpose and Scope of the job:
 - Specific and routine work in the public library.
 - Duties will include assisting in all aspects of library work as needed by permanent staff.
 - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library.
 - Works with the library staff to provide the best possible service to the residents of the City of Dyersville.
4. Sample duties:
 - Circulation (checking materials in and out of the library using a computer).
 - Reception (greeting people as they come in, answering the telephone, directing people to general areas of the library, referring them to a librarian for assistance)
 - Shelving and shelf reading
 - Book processing
 - Inventory
 - Assistance with programming for all ages
 - Related work as assigned
5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
Ability to work with the public

Preferred: Willingness to learn new skills
Some knowledge of routine library procedures
6. Education and Experience:

Required: Some high school (must be at least 16 years old)

Preferred: Experience with alphabets, filing, etc.
Experience in routine library work
5. Temporary part-time position. Work hours and duties to be determined as needed and as budget allows.

Adopted 6/2007, revised 5/2014, reviewed 11/2015, revised 9/21

LIBRARY AIDE (AARP POSITION)

1. Title: Library Aide (AARP Position)
2. Reports to: Library Director
3. Purpose and Scope of the job:
 - Simple clerical and routine work in the public library.
 - Involves working with the public and performing routine library tasks in an active, medium-sized municipal public library.
 - Works with the library staff to provide the best possible service to the residents of the City of Dyersville.
4. Specific duties:
 - Circulation (checking materials in and out of the library using a computer)
 - Reception (greeting people as they come in, answering the telephone, directing people to general areas of the library, referring them to librarian for assistance)
 - Shelving and shelf reading
 - Book processing
 - Related work as assigned
5. Knowledge, Abilities, and Skills:

Required: Ability to follow written and oral instructions
Ability to work with the public

Preferred: Willingness to learn new skills
Some knowledge of routine library procedures
6. Education and Experience:

Required: Some high school course work

Preferred: Experience with alphabets, filing, etc.
Experience in routine library work
7. Part-time position / average work week of 20 hours – position is filled by AARP person.

Adopted 11/1999, revised 7/2004, reviewed 5/2014, reviewed 11/2015, reviewed 9/2021