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| [INSERT LIBRARY LOGO] | Job Description  **DRAFT** |

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| Position Title: [INSERT TITLE] | Salary Range: [INSERT RANGE] |
| Effective Date: [INSERT DATE] | Reports To: |
| Supervisory Responsibilities: | |

**[INSERT MISSION STATEMENT]**

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| Position Summary |
| In 3 – 4 sentences, summarize the primary purpose of the position. |
| [INSERT IDEAL CANDIDATE CHARACTERISTICS]  [INSERT POSITION SUMMARY]  [INSERT POSITION LOGISTICS (BUDGET & LIBRARY SIZE)] |

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| About the Library |
| In 3 – 4 sentences, provide highlights regarding the library’s history, special programing, and awards. Also include a short paragraph highlighting your library’s service area. |
| [INSERT LIBRARY DESCRIPTION & OVERVIEW AS WELL AS RELEVANT INFORMATION ABOUT YOUR CITY] |

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| Essential Functions |
| List the essential functions of the position. |
| 1. Board Relations. [INSERT 1-2 SENTENCE SUMMARY] |
| 2. Human Resources Management. [INSERT 1-2 SENTENCE SUMMARY] |
| 3. Operations & Finance. [INSERT 1-2 SENTENCE SUMMARY] |
| 4. Programs & Services. [INSERT 1-2 SENTENCE SUMMARY] |
| 5. Community Engagement. [INSERT 1-2 SENTENCE SUMMARY] |
| 6. Leadership & Culture. [INSERT 1-2 SENTENCE SUMMARY] |
| 7. Marketing & Communication. [INSERT 1-2 SENTENCE SUMMARY] |
| Additional Responsibilities: |
| * [INSERT ADDITIONAL BULLET(S) IF NEEDED] |

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| Education & Experience |
| Indicate the level of education required and preferred for this position. |
| Education: [SELECT APPROPRIATE BUTTON BELOW]   |  |  |  | | --- | --- | --- | | Required | Preferred | Level of Education | |  |  | High school diploma *or equivalent* | |  |  | Associate’s degree | |  |  | Bachelor’s degree | |  |  | Master’s degree |  |  | | --- | | Field of Study | | [INSERT REQUIRED AREA OF STUDY]  [INSERT PREFERRED AREA OF STUDY] |     Experience: [SELECT APPROPRIATE BUTTON BELOW]   |  |  |  | | --- | --- | --- | | Required | Preferred | Level of Supervisory/Management Experience | |  |  | 0 – 1 years | |  |  | 2 – 3 years | |  |  | 3 – 5 years | |  |  | More than 5 years |  |  | | --- | | Type of Experience | | [INSERT REQUIRED EXPERIENCE]  [INSERT PREFERRED EXPERIENCE] | |

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| Other Requirements |
| Indicate other position requirements/ preferences (such as certifications and licensures) for this position. |
| |  |  | | --- | --- | | Required | Preferred | | [INSERT IF APPLICABLE] | [INSERT IF APPLICABLE] | |  |  | |  |  | |

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| Knowledge, Skills, and Abilities |
| Provide examples of knowledge, skills, and abilities that are required to perform the primary responsibilities of the position. |
| * [INSERT KSAs] * [INSERT KSAs] * [INSERT KSAs] |