

PERSONNEL

A: LIBRARY DIRECTOR:

- i. The Director shall administer the Library and direct the library staff according to policies adopted by the Library Board.**
- ii. The Director is the administrative officer of the Library and shall be in full charge of the Library, including service standards and assignments of duties.**
- iii. The Director acts in an advisory capacity to the Board of Trustees, recommends programs, policies and changes, and attends and prepares the agenda for all regular Board meetings. The Director has the right to speak on all matters under discussion, but is not a member of the Board and has, therefore, no vote.**
- iv. The Library Director shall formulate a budget for submission to the City Council subject to the approval of the Board.**
- v. The Director is responsible for the selection of books and other materials.**
- vi. The Director and Library staff are responsible for public service within the Library.**

B. LIBRARY STAFF:

- i. The Director shall make staff appointments subject to the approval of the Board of Trustees. The Director has the authority to dismiss staff members, consistent with Ocean Shores City policies.**
- ii. The Director shall be responsible for the quality and morale of the Library staff and shall be expected to provide a continuous program of in-service training and regular staff meetings for all staff members and otherwise operate within the confines of the Libraries' established job description manual.**

- iii. Members of the staff are encouraged to make suggestions on any phase of library service that they think may be improved. These suggestions shall be channeled through the Director.**
- iv. Ocean Shores Library employees are employed subject to the Ocean Shores Municipal Code and Ordinances. Municipal Code 2.24 and any subsequent amendments thereto establish the benefits, working conditions and rules of employment for employees of the City of Ocean Shores.**

Approved 20 March 2003
Revised 15 March 2007
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