

Warren-Newport Public Library District **Staff Manual**

210 Job Descriptions

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The Warren-Newport Public Library District (WNPLD) makes every effort to create and maintain accurate job descriptions for all positions within the District. Each description includes basic job information (title, classification, grade, department, supervisor, and exempt status), general requirements for all library employees, education and experience required, a list of the job responsibilities, basic library knowledge competencies to be met, continuing education requirements of the position, and physical requirements of the position.

WNPLD maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Executive Director, the Deputy Director, and the Human Resources Associate prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Executive Director if you have any questions or concerns about your job description.