

Section: Employee Job Descriptions

Lib-07-001

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Title: General Information

1. There shall be written job descriptions for all staff positions within the Tofield Municipal Library.
2. All job descriptions will be approved by Board.
3. Job descriptions will be reviewed annually to keep them current with duties and responsibilities of the library staff.
4. Current job descriptions for the library include
 - a. Library Manager (Lib-07-002)
 - b. Library Services Coordinator (Lib-07-003)
 - c. Library Assistant (Lib-07-004)
 - d. Library Summer Programmer (Lib-07-005)

Latest Revised Date: April 4, 2023