Memo:

To: Hiawatha Public Library Board

Date: 12/11/18

Regarding: Amendment of Job Descriptions-Library Programming Assistant, Adult Programming Coordinator, Youth Services Librarian, and Library Operations Manager

Though these job descriptions were recently updated, they lack clarification regarding supervisory duties of the Youth Services Librarian and the Adult Programming Coordinator. The addition of the Library Programming Assistant position was implemented to perform programming duties for both youth and adult services. Therefore, both the Adult Programming Librarian and the Youth Services Librarian share and collaborate in supervisory duties of the Library Programming Assistant. The job descriptions are updated to reflect these shared supervisory roles. Additionally, the Library Operations Manager description is updated to allow the Operation Manager to make decisions in the Library Director’s absence.