

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u> Librarian	PDE No.: 8 Revision: 3 Date Adopted: Aug 13, 2012 Resolution: 2012-33
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General Responsibilities:

The Librarian is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild), for organizing, maintaining and administering the library of publications, software, video tapes, DVDs and tools of the Guild.

Authorization:

The Librarian is appointed by the Education Center Superintendent serves at the pleasure of the Education Center Superintendent. The Librarian is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education Center by all Guild members. The Librarian is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Bylaws and the policies and budgets adopted by the Board and shall act consistently with such policies and budgets. The Librarian may appoint such assistants and custodians as may be necessary to assist with the duties of the Librarian and/or to safeguard library materials. Any such assistants and custodians serve at the pleasure of the Librarian.

Specific Duties and Responsibilities:

The Librarian's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of shop staff, members and volunteers so as to achieve the following.

- Organize and provide for storage of all library materials.
- Establish procedures and fees for check out and return of library materials.
- Collect, record and forward funds received to the Treasurer using forms and procedures as defined by the Treasurer.
- Provide recommendations to the Education Center Superintendent concerning library procedures and additions to library contents including budget requirements for additions.
- Dispose of excess materials in whatever fashion that is in the best interests of the Guild and its members.
- Maintain the Education Center Library a clean and orderly fashion including set-up, clean-up, supplies, trash removal, etc.
- Perform all the duties incidental to the office of Librarian and such other duties assigned to such office by the Education Center Superintendent.