

BOROUGH OF BELLEVUE
COUNTY OF ALLEGHENY
COMMONWEALTH OF PENNSYLVANIA

ORDINANCE NO. 22 - 01

AN ORDINANCE OF THE BOROUGH OF BELLEVUE, A HOME RULE CHARTER MUNICIPALITY IN THE COUNTY OF ALLEGHENY, IN THE COMMONWEALTH OF PENNSYLVANIA AMENDING SECTIONS OF THE PERSONNEL SYSTEM TO INCLUDE THE POSITION OF BAYNE MEMORIAL LIBRARY COORDINATOR OF YOUTH SERVICES AND TO UPDATE BAYNE MEMORIAL LIBRARY JOB DESCRIPTIONS.

WHEREAS, Bellevue Borough Council has reviewed the provisions of its Personnel System with regard to incorporating the newly created position of Bayne Memorial Library Coordinator of Youth Services; and

WHEREAS, Bellevue Borough Council has also reviewed the provisions of its Personnel System with regard to updating job descriptions for various Bayne Memorial Library positions; and

WHEREAS, Bellevue Borough Council has held a duly noticed public hearing pursuant to §509 of the Home Rule Charter to inform and take public comment on proposed amendments to the Borough's Personnel System.

NOW THEREFORE BE IT ORDAINED AND ENACTED by the Borough Council of the Borough of Bellevue, in the County of Allegheny and Commonwealth of Pennsylvania, and it is hereby ordained and enacted by the authority of the same, in accordance with the provisions of the Act of Assembly of the Commonwealth of Pennsylvania, that Section VIII B "Library" be replaced in its entirety with the following:

B. Library.

(1) Library Director.

- (a) General definition. This position requires an employee who has extensive general knowledge and previous experience in library work. The position requires a person who has some certification in library systems and the ability to work without immediate supervision and the personality to supervise those directly associated with them. The employee is responsible for providing the public with an extensive selection of reading material, research material, and be able to recommend needed material when requested. General direction is received from the Director of Administrative Services working from the directives and policies of Council.

(b) Typical examples of work:

- [1] Provides all management and supervision needs in planning, directing, budgeting, coordinating and orchestrating library and cultural events for the Borough and its citizens.
- [2] Compiles and prepares statistical information, financial reports and usage reports for the Borough Council, Allegheny County and the state related to the library and the receipt and usage of RAD funds, Access Pennsylvania funds and RUR funds.
- [3] Develops and prepares grant applications, contracts and agreements for additional funding for the library and programs related to the library or cultural needs of the community.
- [4] Develops, coordinates, and conducts programs and activities such as story times, puppet shows, after-school sessions, drama sessions, etc., both in the library and in the community at schools, day-care centers and other appropriate places.
- [5] Organizes and/or hosts and/or attends meetings with community groups, school personnel and students, library associations, governmental bodies, etc.
- [6] Provides and hosts tours for patrons, students and youth groups.
- [7] Provides employees with orientation, training, direction and supervision.
- [8] Correspond with patrons, benefactors and the general public as to donations, gifts and memorials.
- [9] Makes book selections and purchases for library collection.
- [10] Arranges work schedules.
- [11] Catalogs new and gift books.
- [12] Handles mail and interlibrary requests.
- [13] Gives book reviews when asked by organizations.
- [14] Prepares book lists for patron distribution.
- [15] Performs all duties of the Coordinator of Youth Services, Library Clerk and Library Page, as needed.
- [16] Any other duties assigned by the Director of Administrative Services. **[Added 8-5-2009 by Ord. No. 09-08]**

(c) Required knowledge, skills and abilities:

- [1] Extensive knowledge of library system operation.
- [2] Ability to obtain information as needed for patrons.
- [3] Ability to make decisions on book selections.
- [4] Ability to use good judgment when discarding old material.
- [5] Ability to provide oral and written reports and presentations.
- [6] Ability to develop and coordinate community-based cultural activities.

(d) Minimum acceptable training and experience. The Library Director shall have a degree from an accredited four-year institution with a minimum of 18 hours in library science. A minimum of five years of practical experience in library work at a similar-sized facility is required.

(2) Assistant to Library Director. [**Amended 12-30-2002 by Ord. No. 02-22**]

(a) Typical examples of work:

- [1] Acts on the Director's behalf for all cultural and library activities and events.
- [2] Assists the Director in compiling and preparing statistical and other informational reports for the Borough Council, the county, the state and other agencies as required.
- [3] Assists the Director in the preparation of Access PA, RUR and Allegheny County Impact Statement and similar reports.
- [4] Assists the Director in planning, coordinating and orchestrating cultural and library-related events.
- [5] Provides training to staff, as needed.
- [6] Attends computer classes when the interlibrary system is changed and updated.
- [7] Maintains the schedule for the library conference room and gazebo.
- [8] Performs all duties of the Library Patron Researchers and Library Page and provides them with immediate supervision and direction.
- [9] Assists the Director with the preparation of public relation and activity press releases for local newspapers.
- [10] Assists in book selection and ordering.
- [11] Maintains discipline for other staff members.

[12] Performs all duties of the Library Clerk, Library Patron Researcher and Library Page, as needed.

[13] Any other duties assigned by the Director of Administrative Services. **[Added 8-5-2009 by Ord. No. 09-08]**

(b) Required knowledge, skills and abilities:

[1] Considerable knowledge of library system operation.

[2] Ability to compose and type correspondence.

[3] Ability to use courtesy and to act as a public relations employee toward the public.

[4] Ability to use reference materials, computer equipment and library catalogue systems to identify and obtain information.

(c) Minimum acceptable training and experience:

[1] High school graduate.

[2] Training and/or experience in administrative duties relating to supervision, planning, scheduling and coordinating work.

[3] Ability to do typing, filing and other clerical duties, as required.

(3) Coordinator of Youth Services

(a) General definition. This position oversees library programming and services for children and teens, generally preschool to 12th grade. The position requires an extensive knowledge of library services in general, library services specifically for children and teens, and the ability to work with children, teens, and diverse users. This position will cover the circulation desk as required and perform other day to day library duties as required.

(b) Typical examples of work:

[1] Plans and implements regular programs, outreach, and special events for children and teens.

[2] Oversees the annual summer reading program for children and teens to include: attending system trainings, preparing tracking materials, preparing and disseminating promotional materials, and planning and implementing associated events.

[3] Prepares and issues promotional materials in both print and digital formats to include: program promotions, event news, website updates, newsletter articles, book lists, and more.

[4] Provides reference and reader's advisory services to children and teens including Accelerated Reader services.

[5] Works with local child care programs and schools to provide and promote services.

[6] Manages Children's and Teen collections to include maintenance, displays, weeding, and suggestions for additions.

[7] Provides input to Director on budget requirements for Children and Teens programming, collections, and physical space.

[8] Covers circulation desk and performs Library Clerk functions as required.

[9] Supervises Library Pages.

[10] Any other duties assigned by the Library Director or Director of Administrative Services..

(c) Required knowledge, skills and abilities:

[1] Extensive knowledge of current trends in library service to children and teens.

[2] Knowledge of children's and teen literature and materials.

[3] Demonstrated ability to develop and implement services and programs for children and teens.

[4] Working knowledge of computer applications for library services.

[5] Working knowledge of eResources and eMedia offerings.

[6] Working knowledge of Microsoft Office.

[7] Ability to work with children, teens, and diverse users.

[8] Strong oral and written communication skills.

[9] Ability to make decisions in an environment of limited resources and competing claims.

[10] Excellent customer service skills.

[11] Ability to work as a part of a team.

(d) Minimum acceptable training and experience:

[1] Either Bachelor's Degree and two years' library experience or High School Diploma and five years' experience in a similar specialized position.

[2] Master of Library Science Degree a plus.

[3] PA Criminal Record Check, PA Child Abuse History Clearance, FBI Fingerprint Criminal Record Check and Mandated Reporter Training required upon offer of employment.

(4) Library Assistant

(a) General definition. This position requires an extensive knowledge of reading material and library cataloging. An employee at Andrew Bayne Library must be able to work without direct supervision and must act as an informative aide for the general public. The Library Assistant position will come under the immediate supervision of the Library Director, with assignments and responsibilities defined by the Director of Administrative Services working from the directives and policies of Council.

(b) Typical examples of work:

[1] Assist in preparing public relation releases for local newspapers.

[2] Assisting patrons with reference material.

[3] Minor book repair.

[4] Prepares books for circulation.

[5] Weeding and discarding books and periodicals.

[6] Oversees circulation desk.

[7] Assist with Library programs.

[8] Able to supervise Library Patron Researchers and Library Pages.

[9] Performs all duties of the Library Patron Researcher and Library Page, as needed.

[10] Any other duties assigned by the Director of Administrative Services. **[Added 8-5-2009 by Ord. No. 09-08]**

(c) Required knowledge, skills and abilities:

[1] Considerable knowledge of a library system.

[2] Ability to compose and type correspondence.

[3] Strong customer service skills

[4] Typing ability.

(d) Minimum acceptable training and experience:

[1] High school graduate or equivalent.

[2] Ability to do typing, filing and other clerical duties, as required.

(5) Library Clerk.

(a) General definition. This position requires some knowledge of library operations, the organization of the reading material and library cataloging system, ability to provide research and advice to library patrons and ability to effectively communicate with library patrons. An employee at Andrew Bayne Library must be able to work with limited direct supervision in aiding the public. A Library Patron Researcher will come under the supervision of the Assistant to the Director.

(b) Typical examples of work:

[1] Charging/discharging books on the computer.

[2] Shelving new books.

[3] Requesting books from and sending books to other libraries within the EIN system or elsewhere.

[4] Processing new books with bar codes and labels.

[5] Provide monthly updates of magazine shelves and process periodicals on a daily/weekly basis.

[6] Processing new members' library cards.

[7] Assisting patrons with computers

[8] Reference assistance.

[9] Assist with Library programs

[10] Any other duties assigned by the Director of Administrative Services. **[Added 8-5-2009 by Ord. No. 09-08]**

(c) Required knowledge, skills and abilities:

[1] Some general knowledge of a library system and library operations.

- [2] Customer service skills
- [3] Ability to use reference materials, computer equipment and library catalogue systems to identify and obtain information.
- [4] Ability to effectively communicate with the public and other library staff personnel.

(d) Minimum acceptable training and experience:

- [1] High school graduate or equivalent.
- [2] Ability to follow written and oral directions.
- [3] Ability to maintain records in an orderly fashion, as required.

(6) Library Page.

(a) General definition. This position requires an employee who has only limited or no knowledge or experiences in library work. Employee is responsible for performing minor tasks within the library related to the reading material, orderliness of the material and general duties as directed. Detailed direction is received from the Director of Culture and Library or the Assistant to the Director.

(b) Typical examples of work:

- [1] Charging/discharging books.
- [2] Shelving new books.
- [3] Organizing and shifting shelves and material in the library.
- [4] Covering new books.
- [5] Preparing new materials for circulation.
- [6] Assists with Library-sponsored cultural or special events.
- [7] Any other duties assigned by the Director of Administrative Services. **[Added 8-5-2009 by Ord. No. 09-08]**

(c) Required knowledge, skills and abilities:

- [1] Limited knowledge of a library system.
- [2] Ability to follow directions, as needed.
- [3] Ability to carry and move library materials.

- [4] Ability to provide the public with general library information.
- (d) Minimum acceptable training and experience. Library Page shall be able to read, communicate with the public and follow written and/or verbal instructions.

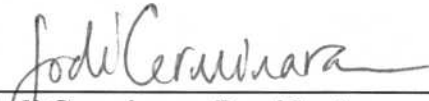
ORDAINED AND ENACTED THIS 22nd DAY OF February, 2022.

ATTEST:

BOROUGH OF BELLEVUE




**Cindy L. Bahn/Secretary,
Director of Administrative Services**

By: 

**Jodi Cerminara, President
Bellevue Town Council**

Examined and approved this 22nd day of February, 2022



Hon. Val Pennington, Mayor

