

Pine Plain Free Library Annual Evaluation

Library Manager:

Date of review:

Job Performance Standards:

1	2	3	4
Fails to meet minimum expectations	Meets minimum expectations. Over-sight/direction required.	Competently performs most aspects of the task	Exemplary performance in all aspects of the task

Competently oversees responsibilities of circulation	1	2	3	4
Comments:				
Operates and deploys all functions of the automation system and local area network	1	2	3	4
Comments:				
Competently manages the collection (selection, purchasing, weeding, inventorying, promoting)	1	2	3	4
Comments:				
Executes supervisory duties	1	2	3	4
Comments:				
Provides well-rounded library services within budgetary constraints	1	2	3	4
Comments:				
Organizes and supervises library programs and services effectively	1	2	3	4
Comments:				
Promotes library services	1	2	3	4
Comments:				
Maintains accurate records	1	2	3	4
Comments:				
Prepares and submits accurate reports	1	2	3	4
Comments:				
Operates within approved budget	1	2	3	4
Comments:				
Provides information and assistance to the Board of Trustees	1	2	3	4
Comments:				
Remains informed concerning contemporary library issues	1	2	3	4
Comments:				
Deals tactfully with the public and displays a commitment to public service	1	2	3	4
Comments:				
Establishes and maintains effective working relationships with fellow employees, Trustees, and the public	1	2	3	4
Comments:				
Maintains a safe, clean, organized and attractive environment	1	2	3	4
Comments:				
Observes work hours; demonstrates punctuality	1	2	3	4
Comments:				
Demonstrates the proper dress and deportment for library employees	1	2	3	4
Comments:				

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Job performance criteria

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