Pine Plain Free Library Annual Evaluation

Library Manager:

Date of review:

Job Performance Standards:

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<td>Fails to meet minimum expectations</td>
<td>Meets minimum expectations. Oversight/direction required.</td>
<td>Competently performs most aspects of the task</td>
<td>Exemplary performance in all aspects of the task</td>
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Competently oversees responsibilities of circulation

Comments:

Operates and deploys all functions of the automation system and local area network

Comments:

Competently manages the collection (selection, purchasing, weeding, inventorying, promoting)

Comments:

Executes supervisory duties

Comments:

Provides well-rounded library services within budgetary constraints

Comments:

Organizes and supervises library programs and services effectively

Comments:

Promotes library services

Comments:

Maintains accurate records

Comments:

Prepares and submits accurate reports

Comments:

Operates within approved budget

Comments:

Provides information and assistance to the Board of Trustees

Comments:

Remains informed concerning contemporary library issues

Comments:

Deals tactfully with the public and displays a commitment to public service

Comments:

Establishes and maintains effective working relationships with fellow employees, Trustees, and the public

Comments:

Maintains a safe, clean, organized and attractive environment

Comments:

Observes work hours; demonstrates punctuality

Comments:

Demonstrates the proper dress and deportment for library employees

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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