

# Performance Standard Form

Position: Library

Date: October 17, 2017

Job Task – Job Knowledge	
Types of things an employee would do who performs at the standard level	Types of things that would be unacceptable when performing this task
<ul style="list-style-type: none"><li>• Demonstrates thorough understanding of all procedures and processes required to effectively perform all assignments. When new procedures or processes are introduced, learns quickly and begins efficient application. Consistently produces quality work under minimal supervision. Uses performance feedback to effectively alter and improve subsequent performance.</li><li>• Demonstrates a working knowledge of and competency in the skills and duties described in the job description. The term competency implies knowledge of terminology in the field/subject and being able to perform all job functions. Keeps current in the working field and exhibits evidence of some continuing effort to increase knowledge. Applies knowledge in a consistent and reliable manner. Demonstrates a general overall knowledge of the workings of the organization, key goals, mission, and, when appropriate, other library/city departments.</li><li>• Routinely plans, organizes and prioritizes work in order to perform duties in a timely manner. Uses time, materials, and resources effectively and efficiently to obtain desired results. Develops sound contingency plans.</li><li>• Seeks/applies innovative and relevant techniques. Loops management team in as appropriate</li></ul>	