

Performance Standard Form

Position: Library

Date: November 13, 2017

Job Task – Following Policies and Procedures
Types of things an employee would do who performs at the standard level
<ul style="list-style-type: none">• Takes initiative to stay up-to-date on current policies and procedures which relate to library personnel• The employee seeks additional training to stay current on policies and procedures and build skills in areas they may need assistance• Ensures the public adheres to library policies and procedures and enforces those policies and procedures as necessary. Fills out safety and security reports as necessary.• The employee adheres to all policies and procedures, while maintaining the ability to make judgment calls as necessary within their role which is beneficial to the library and community.• Exercises reasonable judgment to insure that working area is safe and free from hazards and in compliance with Library procedures/criteria.• Performs according to written or verbal instructions. Asks questions if instructions are not clear. Successfully carries out instructions without supervisory intervention.