

Norelius Community Library

HIRING PROCEDURES

Vacancies

Job openings will be advertised in local newspapers. The advertisement shall give a job description, and state that the Norelius Community Library is an equal opportunity employer.

Interviewing and Hiring

The Library Board shall review the written applications, conduct interviews, and hire for full time positions.

The Library Director shall review the written applications, conduct first level interviews of candidates and make recommendations to the Board for the full-time positions, interview and hire for part time positions.

Applicants will be expected to have some knowledge of Library work and will be expected to grow in their abilities.

Criteria from Continuing Education Standards will be used as part of the final decision for applicant employment.

Immediate family members of current employees or Board members are not eligible for employment.

Salaries and Wages

The Board of Trustees will endeavor to provide the highest wage the budget will allow, and comparable to like positions in the area. Pay will be based on experience, education, and the responsibilities of the position.