

HAMMOND PUBLIC LIBRARY
HAMMOND, INDIANA

BP 4100 POSITION CLASSIFICATIONS AND MINIMUM QUALIFICATIONS

<u>Job Title</u>	<u>Requirements</u>
Director	A Master's degree in Library Science from an ALA accredited program, 10 years experience as a Librarian, which includes 3 years of administrative experience and eligibility for Librarian Certificate 1 in Indiana.
Assistant Director	A Master's degree in Library Science from an ALA accredited program, 3 years experience as a Librarian and eligibility for Librarian Certificate 2 in Indiana.
Division Head	A Master's degree in Library Science from an ALA accredited program, 3 years experience as a Librarian and eligibility for Librarian Certificate 2 in Indiana OR an equivalent combination of education and experience as required by division assigned and eligibility for Librarian Certificate 2 in Indiana.
Branch Librarian	A Master's degree in Library Science from an ALA accredited program and eligibility for Librarian Certificate 3 in Indiana OR an equivalent combination of education and related library experience.
Senior Librarian	A Master's degree in Library Science from an ALA accredited program and eligibility for Librarian Certificate 3 in Indiana OR an equivalent combination of education and related library experience.
Administrative Assistant	An Associate or Bachelor's degree in a business related subject OR an equivalent combination of education and related experience.
Financial Specialist	An Associate or Bachelor's degree in a business related subject OR an equivalent combination of education and related experience.
Automation Specialist	Two years of college or technical school and one year related experience OR an equivalent combination of education and experience.
Librarian, Librarian-Floater	A Master's degree in Library Science from an ALA accredited program and eligibility for Librarian Certificate 3 in Indiana OR an equivalent combination of education and related library experience.
Maintenance Services Manager	A High School diploma or equivalent and four years related maintenance experience.
Graphic Artist/Exhibit Coordinator	Two years of college or technical school and one year related experience OR an related amount of education and experience.

Automation Technician	Two years of college or technical school OR equivalent amount of education and related experience.
Public Information Coordinator	Two years of college in journalism/communications or related field OR equivalent amount of education and related experience.
Acquisitions Specialist	High School diploma or equivalent and a minimum of one year related experience.
Secretary/Procurement	High School diploma or equivalent and a minimum of one year related experience.
Lead Janitor	High School diploma or equivalent and related experience.

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Information Serv. Lib. Asst. High School diploma or equivalent and 2 years related experience.

**Branch Assistant,
Circ. Asst./Reg. Coordinator,
Circ. Asst./Mtg. Room Coord.,
Circ. Asst./Audio Vis. Coord.,
Clerical Assistant-Floater,
Youth Services Assistant** High School diploma or equivalent and related experience.

**Technical Services Assistant,
Circulation Services Assistant,
Information Services Assistant-ILL,
Janitor** A High School diploma or equivalent is required.

**Youth Services Page,
Processor** A High School Diploma or equivalent is required.

Page High School enrollment, or a high school diploma or its equivalent is required.

(Certificates issued by Indiana Library Certification Board)

Policy adopted May 14, 1992

Policy revised July 27, 1992 (Job Title Changes)

Policy revised October 17, 1994, December 19, 2000, January 30, 2001, July 21, 2009, December 29, 2009