

Directors:

Many of you have already completed the salary survey but others are asking for clarification about the position descriptions and education levels. The position descriptions are those that have been used in the last few salary survey reports. They are very generic in order to keep the survey and the report reasonably brief. Definitions are provided below. Feel free to use your own interpretations. We are exploring the idea of adding a Comments box to description so you can share those interpretations with us. This will require taking the survey down for a while so if you can not get in, just be patient.

Regarding education levels, I realize that you may have someone with a degree working in a position that does not require that degree. If the position does not require the higher degree, please indicate the education degree that is required. For example, a circulation clerk may have a master's degree in education but the position only requires a bachelor's degree. In keeping with past surveys, it is not necessary to include janitorial or building maintenance positions.

The point of the survey is to determine the range of salaries being offered to directors and library staff in generic positions. It is not a survey that goes on the national level.

Salary Survey Staff Position Descriptions

Librarian – Include positions requiring a Master's degree. Also include the positions of Assistant Director, Branch Manager, Department Director (i.e. Head of Circulation) and indicate the level of education required.

Library Assistant 1 – Include positions with primary responsibility for direct assistance to patrons. The Library Assistant descriptions follow state government practice; the higher the number; the more the responsibility.

Library Assistant 2 – Include positions requiring supervisory responsibility or special skills in addition to primary responsibility for direct assistance to patrons.

Clerk – Include positions that support the operations of the library but do not have primary responsibility for direct assistance to patrons.

Cataloger – Include positions with primary responsibility for cataloging.

Computer Tech – Include positions with primary responsibility for maintaining information technology hardware and software.