



CITY OF GUSTAVUS CITY COUNCIL REGULAR WORK SESSION

Monday, October 07, 2024 at 6:00 PM
Gustavus City Hall

COUNCIL MEMBERS

Mayor Shelley Owens
Vice Mayor Brian Taylor
Council Members: Rachel Patrick
Jim Mackovjak, Kyle Bishop, Mike Taylor

CITY HALL

City Administrator – Kathy Leary
City Clerk – Liesl Barker
City Treasurer – Ben Sadler
Phone: 907-697-2451 | clerk@gustavus-ak.gov

AGENDA

VIRTUAL MEETING INFORMATION

ID: 515 501 9406 <https://rb.gy/6zuyig> **PASSCODE:** 99826 **TEL:** 253-215-8782

SUBJECTS INCLUDE:

- i. Review 10-2-2024 Draft General Meeting Agenda

POSTED ON: October 2, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

The public is invited to attend Public comment is not typically taken at Work Sessions. Public comment is taken at Special and General Meetings or an e-mail may be sent to the clerk for distribution to City Council clerk@gustavus-ak.gov.

ADA NOTICE

Any person with a disability who requires accommodations in order to participate in this meeting should telephone the City Clerk's office at (907) 697-2451, at least 48 hours prior to the meeting in order to make a request for a disability related modification or accommodation.

VISION STATEMENT

We envision a distinctive community:

- That prospers while and by protecting its natural resources;*
- With a sustainable economy and infrastructure that assures public health and safety while promoting personal development and initiative; and*
- Where all members take social responsibility and actively participate in decision making affecting growth, development, regulation and enforcement; and*
- In which people retain a closeness with and caring for each other individually and collectively while working together to accomplish community goals and preserve community traditions.*



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, October 14, 2024 at 7:00 PM
Gustavus City Hall

Item #i.

COUNCIL MEMBERS

Mayor Shelley Owens
Vice Mayor Brian Taylor
Council Members: Rachel Patrick
Jim Mackovjak, Kyle Bishop, Mike Taylor

CITY HALL

City Administrator – Kathy Leary
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AGENDA

VIRTUAL MEETING INFORMATION

ID: 515 501 9406

PASSCODE: XXXXXXXX

TEL: 253-215-8782

ROLL CALL

Reading of the City of Gustavus Vision Statement

APPROVAL OF MINUTES

1. 9-9-2024 General Meeting Minutes

MAYOR'S REQUEST FOR AGENDA CHANGES

COMMITTEE / STAFF REPORTS

2. Gustavus Volunteer Fire Department Quarterly Report
3. City Clerk Quarterly Report
4. City Treasurer Monthly Report
5. City Administrator Monthly Report

PUBLIC COMMENT ON NON-AGENDA ITEMS

CONSENT AGENDA

ORDINANCE FOR PUBLIC HEARING

6. FY25-05NCO Capital Project Funding - AFG FEMA (Introduced 9-9-2024) (for Water Tender)

UNFINISHED BUSINESS

NEW BUSINESS

7. Approve updated job description for the Library Administrative Director

CITY COUNCIL REPORTS

8. Mayor's Monthly Report

CITY COUNCIL QUESTIONS AND COMMENTS

PUBLIC COMMENT ON NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT

POSTED ON: Month Day, 202X at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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- *In which people retain a closeness with and caring for each other individually and collectively while working together to accomplish community goals and preserve community traditions.*



CITY OF GUSTAVUS CITY COUNCIL GENERAL MEETING

Monday, September 09, 2024 at 7:00 PM
Gustavus City Hall

Item #i.

COUNCIL MEMBERS

Mayor Shelley Owens
Vice Mayor Brian Taylor
Council Members: Rachel Patrick
Jim Mackovjak, Kyle Bishop, Mike Taylor

CITY HALL

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MINUTES - PENDING

VIRTUAL MEETING INFORMATION

ID: 813 9512 0392 <https://rb.gy/6bxkt2> **PASSCODE:** 99826 **TEL:** 253-215-8782

ROLL CALL (15 seconds)

PRESENT

Mayor Shelley Owens
Vice Mayor Brian Taylor
Council Member Rachel Patrick
Council Member Jim Mackovjak
Council Member Kyle Bishop
Council Member Mike Taylor

Reading of the City of Gustavus Vision Statement (1 minute)

Vision Statement read by Council Member Mackovjak.



APPROVAL OF MINUTES (2 minutes)

- 08-12-2024 General Meeting Minutes

Motion made by Vice Mayor B. Taylor to approve by unanimous consent the 08-12-2024 Meeting Minutes.

Seconded by Council Member Patrick

Public Comment: None

Council Comment: None

Hearing no objections, the 08-12-2024 General Meeting Minutes were approved by unanimous consent.

MAYOR'S REQUEST FOR AGENDA CHANGES (3 minutes 26 seconds)

There were no agenda changes.

Hearing no objections, Mayor Owens announced the agenda set as presented by unanimous consent.

COMMITTEE / STAFF REPORTS

2. Library Quarterly Report *(4 minutes)*

Library Administrative Director, Melisa Gomb and Library Services Director, LeAnn Weikle submitted a written report and provided an oral summary.

Council Clarifying Questions: None

3. Gustavus Visitors Association Quarterly Report *(8 minutes 45 seconds)*

Gustavus Visitor Association President, Leah Okin submitted a written report and provided an oral summary.

Council Clarifying Questions:

Vice Mayor Taylor

4. City Treasurer Monthly Report *(11 minutes 24 seconds)*

City of Gustavus City Treasurer, Ben Sadler provided monthly financial documents and gave an oral summary.

Clarifying Questions:

Vice Mayor B. Taylor

5. City Administrator Monthly Report *(15 minutes 13 seconds)*

City of Gustavus City Administrator, Kathy Leary provided a written report and an oral report.

Clarifying Questions:

Vice Mayor B. Taylor

PUBLIC COMMENT ON NON-AGENDA ITEMS *(24 minutes 43 seconds)*

Artemis Bona Dea - Professional HR Services should be available for City employees

Carolyn Elder - Library and thanking outgoing council members for service

Ben Sadler - Update on Harbor clean up, thanks Chuck Schroth

Leah Okin – Where did the items from the harbor go?

CONSENT AGENDA *(31 minutes 45 seconds)*

Motion made by Council Member Bishop to adopt the consent agenda by unanimous consent as presented.

Seconded by Vice Mayor B. Taylor

Hearing no objections, the motion passed.

6. FY25-05NCO Capital Project Funding - AFG FEMA (Public Hearing 10-14-2024) (for Water Tender)

ORDINANCE FOR PUBLIC HEARING *(35 minutes 42 seconds)*

7. FY25-01NCO AMLIP FY25 R&R (Introduction 8-12-2024) *(37 minutes 08seconds)*
 Mayor Owens opened the public hearing at 7:36 PM.
 Public Testimony: None
 Mayor Owens closed the public hearing at 7:37 PM.
 Motion made by Council Member Patrick to approve FY25-01NCO AMLIP Repair and Replace.
 Seconded by Council Member Bishop
 Council Debate: None
 Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor
 Motion Passed.
8. FY25-02NCO AMLIP Gravel Pit Fund (Introduction 8-12-2024) *(39 minutes 10seconds)*
 Mayor Ownes opened the public hearing at 7:39PM.
 Public Testimony: None
 Mayor Ownes closed the public hearing at 7:40 PM.
 Motion made by Vice Mayor B. Taylor to approve FY25-02NCO AMLIP Gravel Pit Fund.
 Seconded by Council Member Mackovjak
 Council Debate: None
 Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor
 Motion Passed.
9. FY25-03NCO Capital Project Funding 2024- Heat Pump Project (Introduction 8-12-2024) *(41 minutes 34 seconds)*
 Mayor Ownes opened the public hearing at 7:41 PM.
 Public Testimony: None
 Mayor Owens closed the public hearing at 7:42 PM.
 Motion made by Council Member Bishop to approve FY25-03NCO Capital Project Funding 2024-Heat Pump Project.
 Seconded by Vice Mayor B. Taylor
 Council Debate: None
 Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor
 Motion Passed.

10. FY25-04 Providing Amendments to City Ordinance Title 5 Elections Chapter 5.10 City Elections, Sections 5.10.010 Definitions, 5.10.120 Publishing Names, 5.10.130 Election Officials, Chapter 5.20 Election Equipment And Materials, Sections 5.20.050 Other Materials, Chapter 5.30 Election Procedures, Sections 5.30.010 Time For Opening and Closing Polls, 5.30.020 Distribution of Ballots, 5.30.030 Distribution of Other Election Materials, 5.30.040 Preparation Of Ballot Box, 5.30.050 Voting; General Procedure, 5.30.060 Voting; Spoiled Ballots, 5.30.070 Voting; Questioned Ballots, 5.30.120 Ballots; Counting and Tallying, 5.30.140 Report of Election Results, 5.30.150 Posting Certificates of Preliminary Election Results, Chapter 5.40 Absentee Voting, Sections 5.40.040 Absentee Voting Procedures, 5.40.050 Absentee Ballots; Delivery, 5.40.070 Absentee Ballots; by Mail, 5.40.080 Voting At The Polls, Absentee Voter; Surrender Of Materials, 5.40.90 Retention of Absentee Ballots; Delivery, 5.40.100 Personal Representative Voting, 5.40.110 Personal Representative Voting; Eligible Persons, 5.40.120 Personal Representative Voting; Requests, 5.40.130 Personal Representative Voting; Ballot And Envelope Form, 5.40.140 Personal Representative Voting; Procedures, Chapter 5.50 Review of Elections Returns, Sections 5.50.010 Election review Committee; Meeting, 5.50.020 Review to be Public, 5.50.050 Procedure for Questioned Ballot Review, 5.50.070 Absentee Ballot, 5.50.080 Counting Absentee and Question Ballots, 5.50.090 Defective Ballots, 5.50.100 Certifying Result, 5.50.120 Certificate of Elections, Chapter 5.60 Contest of Elections, Sections 5.60.010 Contest Of Elections; Contestant, 5.60.020 Notice of Contest and Procedure, and 5.60.400 Prohibited practices alleged (Introduction 8-12-2024) *(43 minutes 25 seconds)*

Mayor Ownes opened the public hearing at 7:43 PM.

Public Testimony: None

Mayor Owens closed the public hearing at 7:45 PM.

Motion made by Council Member Mackovjak to approve FY25-04 Providing Amendments to City Ordinance Title 5 Elections Chapter 5.10 City Elections, Sections 5.10.010 Definitions, 5.10.120 Publishing Names, 5.10.130 Election Officials, Chapter 5.20 Election Equipment And Materials, Sections 5.20.050 Other Materials, Chapter 5.30 Election Procedures, Sections 5.30.010 Time For Opening and Closing Polls, 5.30.020 Distribution of Ballots, 5.30.030 Distribution of Other Election Materials, 5.30.040 Preparation Of Ballot Box, 5.30.050 Voting; General Procedure, 5.30.060 Voting; Spoiled Ballots, 5.30.070 Voting; Questioned Ballots, 5.30.120 Ballots; Counting and Tallying, 5.30.140 Report of Election Results, 5.30.150 Posting Certificates of Preliminary Election Results, Chapter 5.40 Absentee Voting, Sections 5.40.040 Absentee Voting Procedures, 5.40.050 Absentee Ballots; Delivery, 5.40.070 Absentee Ballots; by Mail, 5.40.080 Voting At The Polls, Absentee Voter; Surrender Of Materials, 5.40.90 Retention of Absentee Ballots; Delivery, 5.40.100 Personal Representative Voting, 5.40.110 Personal Representative Voting; Eligible Persons, 5.40.120 Personal Representative Voting; Requests, 5.40.130 Personal Representative Voting; Ballot And Envelope Form, 5.40.140 Personal Representative Voting; Procedures, Chapter 5.50 Review of Elections Returns, Sections 5.50.010 Election review Committee; Meeting, 5.50.020 Review to be Public, 5.50.050 Procedure for Questioned Ballot Review, 5.50.070 Absentee Ballot, 5.50.080 Counting Absentee and Question Ballots,

5.50.090 Defective Ballots, 5.50.100 Certifying Result, 5.50.120 Certificate of Elections, Chapter 5.60 Contest of Elections, Sections 5.60.010 Contest Of Elections; Contestant, 5.60.020 Notice of Contest and Procedure, and 5.60.400 Prohibited practices alleged (Introduction 8-12-2024)”

Seconded by Vice Mayor B. Taylor

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor
Motion Passed

UNFINISHED BUSINESS

None

NEW BUSINESS

11. QUASI-JUDICIAL Matter City of Gustavus waives the right to file a protest of the renewal of the Excursion Restaurant LLC Restaurant Eating Place Seasonal liquor license *(51 minutes 25 seconds)*

There were no Council Member conflicts of interest of Ex Parte communication to declare.

Applicant Representative, David Olney provided a brief overview of the application.

Mayor Owens opened the Public Hearing at 7:53 PM

Public Testimony: None

Mayor Owens closed the Public Hearing at 7:54 PM

Motion made by Vice Mayor B. Taylor that the City of Gustavus waives the right to file a protest of the renewal of the Excursion Restaurant LLC Restaurant Eating Place Seasonal liquor license.

Seconded by Council Member Patrick

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed.

12. CY24-16 Appointing Elections Officials for the 2024 municipal elections
(55 minutes 45 seconds)

Motion made by Council Member Patrick to approve CY24-16 Appointing Election Officials for the 2024 municipal elections.

Seconded by Vice Mayor B. Taylor

Motion made by Council Member Bishop to amend CY24-16 Appointing Elections Officials for the 2024 municipal elections to substitute the word judge for official throughout the document.

Seconded by Vice Mayor B. Taylor

Council Debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed.

Resolution as amended read by Vice Mayor B. Taylor

Public comment: None

Council debate: None

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

13. Approve updated job description for the Public Services Librarian

(1 hour 01 minutes 34 seconds)

Motion made by Council Member M. Taylor to approve updated job description for the Public Services Librarian.

Seconded by Council Member Patrick

Public Comment:

Justin Marchbanks

Council Debate:

Vice Mayor B. Taylor

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed.

14. Merit based increase for DRC Manager Operator and City Treasurer

(1 hour 09 minutes 10 seconds)

Motion made by Council Member Bishop to approve merit-based increase for DRC Manager Operator and City Treasurer.

Seconded by Council Member M. Taylor

Public Comment: Artemis Bona Dea - DRC well deserved

Council Debate:

Vice Mayor B. Taylor

Council Member M. Taylor

Motion made by Vice Mayor B. Taylor to amend Kyle's motion to approve merit-based increase of one dollar (\$1) an hour for the City Treasurer and one dollar and fifty cents (\$1.5) an hour for the DRC Manager Operator.

Seconded by Council Member Patrick

Council Debate:

Vice Mayor B. Taylor

Council Member M. Taylor

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Voting Yea: Mayor Owens, Vice Mayor B. Taylor, Council Member Patrick, Council Member Mackovjak, Council Member Bishop, Council Member M. Taylor

Motion Passed.

CITY COUNCIL REPORTS

15. Mayor's Monthly Report *(1 hour 25 minutes 40 seconds)*

Mayor Owens provided an oral report.

CITY COUNCIL QUESTIONS AND COMMENTS

None

PUBLIC COMMENT ON NON-AGENDA ITEMS *(1 hour 29 minutes 01 seconds)*

Artemis Bona Dea - increase the for public comment during meetings

Sally McLaughlin - wanting community to feel comfortable to come to meetings/waiving the not repeating what someone has already spoken too rule

EXECUTIVE SESSION

None

ADJOURNMENT

With no further business and hearing no objections, the meeting was adjourned at 8:34 PM.

POSTED ON: September 4, 2024 at P.O, Library, City Hall & <https://cms.gustavus-ak.gov/>

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Shelley K. Owens, Mayor

Date

Attest: Liesl M. Barker, City Clerk

Date

**CITY OF GUSTAVUS, ALASKA
ORDINANCE FY25-05NCO**

**AN ORDINANCE FOR THE CITY OF GUSTAVUS PROVIDING FOR THE AMENDMENT OF
THE CITY HELD ACCOUNTS IN FISCAL YEAR 2025**

BE IT ENACTED BY THE GUSTAVUS CITY COUNCIL AS FOLLOWS:

Section 1. Classification. This is a **Non-Code Ordinance**

Section 2. For the Fiscal Year of 2025, the following City held account balance transfers are to be made for the reasons stated.

Section 3. For the current fiscal year, City held accounts are amended to reflect the changes as follows:

CITY HELD ACCOUNTS	Amounts		
	Account Balance*	Amended Balance	Change
Capital Current – AFG FEMA Match	\$ 0.00	\$ 33,404.77	\$ 33,404.77
<i>Required Match funding for CP24-04, Assistance to Firefighters Grant, Purchase of a new Water Tender/Tanker</i>			
Capital Project Long-term	\$ 677,499.81	\$ 644,095.04	\$ 33,404.77
<i>This transfer will move funds from Capital Project Long-Term to Capital Project Current. These funds may be moved to FNBA Checking if needed to cover the costs of the above-named Capital Project CP24-04, AFG FEMA Match.</i>			

Total Change in City Held Account Balances	\$ 0.00
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Section 4. The City held accounts are hereby amended as indicated.

Section 5. Effective Date. This ordinance becomes effective upon its adoption by the Gustavus City Council.

DATE INTRODUCED: September 9th, 2024
DATE OF PUBLIC HEARING: October 14, 2024

PASSED and **APPROVED** by the Gustavus City Council this ____ day of October, 2024.

Shelley K. Owens, Mayor

Attest: Ben Sadler, City Treasurer

Attest: Liesl M. Barker, City Clerk



**City of Gustavus, Alaska
Library Administrative Director
Position Description**

Title: Library Administrative Director

Regular Part-Time Non-Exempt Position: This is a part-time non-exempt, up to 30 hour per week position that supervises the Public Services Librarian and may also include interns when applicable.

Supervisor: City Administrator

Work Location: Gustavus Public Library

Summary: The Library Administrative Director works with the Public Services Librarian to oversee the smooth operation of the Gustavus Public Library, including services, programs, and collection development, and to manage the facilities and volunteers. The Library Administrative Director collaborates on public relations and program work, however, primarily focuses on general library administration and overall supervision.

Essential Duties and Responsibilities:

- Supports and promotes the concept of intellectual freedom, specifically including the freedom of members of the public to access information and express ideas, even if the ideas might be considered unpopular or unorthodox.
- Strives to protect each patron's right to privacy, per AS 40.25.140. Confidentiality of library records.
- Selects and orders library materials with input from patrons, including volunteers, in response to community needs and interests, including books for all age groups, audio-visual materials, subscriptions, online databases, government documents and other reference materials.
- Selects, provides for maintenance of, and assists patrons with the use of computer, teleconferencing, and audio-visual equipment.
- Engages in regular virtual communication with patrons including regularly responding to patron emails, frequently checking and responding to voicemails, supervises the maintenance and updates of the library's website and online catalog database, and supporting library social media.
- Maintains inventory of library equipment, ensures proper function of equipment, and keeps the city informed about upcoming needs for equipment.
- Coordinates Interlibrary Loan Services (ILL), including communicating with patrons and volunteers, coordinating with other libraries, maintaining ILL records and statistics, keeping track of due dates, and delivering/picking up ILL's from the post office on a regular basis.



- Weeds the library collection in accordance with the library's weeding policy. Maintains statistics on decommissioned materials and redistributes or appropriately disposes of these items when necessary.
- Schedules and proctors tests (driver license; certifications; distance-delivery classes)
- Prepares, in consultation with the Treasurer and City Administrator, the draft Library annual budget, including operational and capital requirements.
- Administers and works within the Library annual budget as approved by the City Council.
- Controls and keeps accurate records of departmental expenditures within Council-approved budget appropriations, in accordance with City purchasing policies and procedures.
- Budgets time according to payroll budget approved by the City Council and work schedule based on non-exempt wage and hour laws and approved by the City Administrator.
- In times of a critical shortage of staff, may be called upon to assist at City Hall so sufficient minimal service is available to the public.
- Reviews and evaluates existing practices, procedures, goals and objectives; evaluates programs and vendor services; occasionally conducts surveys to evaluate present services; prepares reports showing analyses and changes recommended; helps to implement approved changes.
- In consultation with the Public Services Librarian, prepares and submits reports of library activities and other reports to the City Council as scheduled and/or requested.
- Attend City Council General Meetings and Work Sessions, and other meetings relevant to library operations. Responds to council members' questions when called upon.
- Collaborates with the Public Services Librarian on filing an annual report of library operations to the Alaska State Library.
- Files for E-rate discounts with the Universal Service Administrative Company, USAC.
- Provides technology support, and ensures technology is functioning and stays up to date.
- Collaborates with the Public Services Librarian and City Administrator to write grant proposals, administer grants, and submit grant reports and outcomes to the granting organization and to the City Administrator and/or City Treasurer.



- Collaborates with the Treasurer to assess and appropriately utilize donations and gifts to the library.
- Collaborates with Public Services Librarian to develop and implement fair and equitable circulation and service policies, and updates policies/procedures on a regular basis.
- Participates in training workshops and conferences within grant, scholarship or budget parameters related to public library administration or operations, as approved by the City Administrator.
- Maintains the library space in a safe, well-organized, clean, and welcoming manner. Assist with and coordinate regular housekeeping, routine maintenance and replacement of fixtures, groundskeeping, snow shoveling, etc. Ensures library utilities, such as heating oil and water softening system, are functioning and maintained.
- Schedules and ensures library errands are completed on a regular basis, including mail pick-up and delivery, waste and recycling disposal, redistribution or appropriate disposal of decommissioned materials, posting library flyers, etc.
- Other job-related duties as assigned.

Assists the Public Services Librarian with the following:

- Recruiting, training, and scheduling library volunteers for the circulation desk, work parties, and other functions.
- Ensuring that the library desk shifts are adequately staffed, including supporting volunteers in person or via phone during their shifts, and covering desk shifts by substituting for volunteers who are unable to make their shift.
- Developing service plans that meet the current needs of the community while maintaining the health and safety of staff, volunteers, and patrons and in connection with City ordinances and Policy and Procedures.
- Cooperating with other organizations, locally and regionally, in the administration of library programs that contribute to the needs of the community. Examples include working with preschool, school, businesses and NPS to coordinate and develop opportunities for patrons of all ages.
- Seeking funding and partnership opportunities that will help the library better meet the current community needs.
- Supporting the annual Summer Reading Program, including the hire and supervision of part-time assistants, scheduling, and data tracking.
- Writing and issuing public notices, news stories, and other communication regarding library functions and programs in conjunction with the Public Services Librarian when appropriate.
- Coordinating meeting room reservations and other library spaces for patron use.



Required Minimum Qualifications - Education and Experience:

- Graduation from high school or GED equivalent.
- One year of experience working with the public.
- General work experience involving leading, managing, training, and supervising workers or volunteers.
- Previous work experience in an administrative, accounting, grant writing or a similar capacity.
- Background in library operations (desired).
- Previous experience in grant-writing (desired)
- A general understanding of aspects of physical plant (building) mechanisms and mechanical systems (desired)

Desirable Knowledge, Skills, and Abilities:

Position requires knowledge, skills, and abilities in:

- Communicating with co-workers and the public effectively - orally and in writing.
- Establishing and maintaining effective working relationships with library and other volunteers, other employees, supervisors and the public.
- Basic computer skills such as internet proficiency, using Microsoft software for word-processing and spread sheets, Adobe Office Suite skills, Integrated Library Systems and cataloging software preferred.
- Understand and be able to articulate City Policies, Procedures and Ordinances
- Familiarity with budget preparation, wage and hour laws, and purchasing procedures.
- Strong organizational abilities.
- Creativity, flexibility, and effective critical thinking skills.
- Ability to multi-task and maintain professionalism during busy or stressful times.
- Ability to work cooperatively and non-judgmentally with people of all ages, backgrounds, and interests or beliefs.

Physical Demands:

The following are representative physical demands the Librarian is expected to encounter:

- Work includes prolonged sitting, as well as moderate lifting, carrying, reaching, stooping, pulling and pushing, and manual dexterity.
- The Librarian must frequently lift and move boxes and other objects weighing up to 20 pounds, and occasionally up to 40 pounds.
- Light snow-shoveling in front of entry-and exit-doors.
- Light maintenance and housekeeping.

**Work Environment Conditions:**

The Librarian may be exposed to the following work conditions:

- Equipment commonly used includes computers, printers, copy machines, projectors; DVD players; telephones and fax machines; video-conferencing equipment.
- Tools include stepladders for high-shelf access; carpentry tools for light repairs; housekeeping equipment; snow shovel during winter months.
- An environment that may be very busy, with fluctuations of people and noise, with multiple simultaneous requests from patrons that may interrupt the librarian's previously scheduled plans.
- Groups of varying sizes, ages, and behaviors with different needs including large groups of children.
- Slippery conditions during periods of rain, snow, and ice in library parking lot and walkways.

Notice

CoG 3.03.010(a) (3) (B)

All positions are located within the City of Gustavus, and all work will be conducted in the City of Gustavus, at City facilities, unless the employee is on an authorized business or training trip or is authorized to conduct business while on approved absence.

CoG 3.04.02 (d) (2) (B)

The examples of duties and responsibilities included in this position description are intended only as illustrations of the various types of work typically performed. The omission of specific statements of duties and responsibilities does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This position description does not constitute an employment agreement between the City of Gustavus and an applicant for the position or an employee holding the position. The position description is subject to change by the City of Gustavus, in its sole discretion, as the needs of the City and requirements of the position change.

The City of Gustavus is an Equal Opportunity Employer