

STAFFING POSITIONS

Rockford Public Library Board shall budget annually for staffing resources. The Executive Director is responsible for identifying staffing allocations for the entire Library system. The criteria for establishing staffing levels and needs are determined by workload measures, statistical reports and other measuring tools.

The supervisor of a proposed/vacated position is responsible for analyzing the position with administration to make a determination of whether the position is needed and is classified appropriately. Positions may be restructured in regard to hours, location and classification to meet the organizational needs within the established staffing budget and the terms of the contract with the bargaining unit.

All new staff positions, except replacements of previously approved positions, must receive Board approval.

Once a final determination is made, authorization paperwork must be completed and forward to the Personnel Officer to begin the recruitment process.