

2020 town name VISION

Tapping town name Talent- Job Description

Date:

Position: Children’s Library Director

Identify the essential job functions for this position:

- Chair and facilitate a bi-annual public meeting for Trustees and the public about children’s programs and services.

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Tapping town name Talent- Job Description

APPLICANT INFORMATION		
Name:		
Position(s) that you are applying for:		
Address:	Apartment/Unit:	
City:	State:	ZIP:
Telephone:	Email:	
Date of Hire:		
EDUCATION		
Degree:		
Institution:		
Major:	Year:	
Certifications:		
Related Training:		
What are your career goals?		

I have reviewed the job description(s) that I am applying for, and understand that my participation in 2020 town name Vision does not guarantee promotion or a transfer.

I agree to meet with my assigned mentor at least once a month.

Signature: _____ Date: _____

For office use:

Mentor Assigned: _____

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Tapping town name Talent - Professional Development Plan

Date:

Applicant:

Mentor:

Identify the skills that you need to develop to perform the essential job functions for:

IDENTIFIED SKILLS	STRATEGIES TO DEVELOP SKILLS	RESOURCES NEEDED	COMPLETION DATE
1. Chair and facilitate meetings	1. Attend MIIA EAP training on facilitating meetings	Coverage for the day	04/16/2010
	2. Facilitate a part of the next Library Open Meeting	Planning time with Library Director	07/02/2010

2020 town name **VISION**
Needs Assessment

Date:

List positions that will potentially be vacant within:

6 months	• Children’s Library Director
	•
1 year	•
	•
	•
	•
3 years	•
	•
	•
	•
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