

CITY OF SARATOGA SPRINGS
LIBRARY BOARD
Volunteer

The City of Saratoga Springs is seeking interested and qualified citizen volunteers to serve on the City's Library Board. The City Council has established this committee to make recommendations and decisions on library policy and events. Currently, the Library Board meets once month on Tuesday's at 6:30 p.m. However, meeting schedules are subject to change

ESSENTIAL JOB FUNCTIONS*:

- The Library Board Members will receive monthly updates regarding library services, including the budget, programming and events of the library.
- The Library Board Members shall also consider and give recommendations on any Library Policies, which will be reviewed according to the schedule provided by the Utah State Library.
- The Library Board Members shall facilitate community feedback regarding library events, programs, and services.
- The Library Board Members shall assist with the planning, preparation and staffing of large library functions, including, but not limited, to Science Nights.
- Candidates should also be willing and interested in volunteering their time and expertise to the City.

JOB QUALIFICATIONS:

Graduation from high school, or GED required.

SALARY RANGE:

Volunteer Position

BENEFITS:

No Benefits are offered as this is a volunteer position.

APPLICATION PROCESS:

To apply, please submit a Resume and Cover Letter describing your interest and relevant experience by mail to the City of Saratoga Springs, Attn: Melissa Grygla, 1307 North Commerce Drive, Suite 200, Saratoga Springs, Utah, 84045, or by email to mgrygla@saratogaspringscity.com or by fax to (801) 766-9794.

CLOSING DATE:

Open until filled. Questions regarding this committee may be addressed to the Library Director, Melissa Grygla, at (801)766-6513.

* Note: This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.