

**OTTUMWA PUBLIC LIBRARY**  
**POICY AND PROCEDURE**

**Name of Policy:      RECRUITMENT AND SELECTION**

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**Purpose:**            To develop a program of recruitment and selection that meets the Library's needs. To establish a process that ensures that the most qualified applicants are chosen for open positions at the Library. The Library shall recruit and select the best qualified person(s) for positions in the Library.

**Procedure:**

1.     The Library will comply with all State and Federal employment regulations and practices.
2.     The selection process shall seek to provide an objective evaluation of the applicant's skills, experience and knowledge in order to determine the person best suited for the position.
3.     The selection process will conform to Article 6, Section 6.3 (Job Vacancy) of the American Federation of State, County and Municipal Employees, AFL-CIO Union Contract.
4.     When determined to be in the best interests of the Library, the Director may hire part-time, seasonal, limited-term or temporary employees as budgeted for a period of four (4) months or less.
5.     Before an applicant can accept a position, he/she must pass a routine medical examination and drug test (to be paid for by the Ottumwa Public Library) sufficient to meet the formal requirements of the City of Ottumwa. If applicant should fail to pass the mandatory physical and drug test, then they will be responsible for paying for the City of Ottumwa physical and drug test.

Date Revised: 14 February 2011

By: Ottumwa Public Library Board of Trustees