

Camden County Library District Policy Manual

Section 3. Administration

Subsection 11. Line of Succession Policy

In case of the absence/unavailability of the Director, the Assistant Director for Business Management will assume the responsibility of the Director until the Director becomes available. Upon the death/incapacity of the Director, the Assistant Director for Business Management will become Acting Director.

In case of the absence/unavailability of the Assistant Director for Business Management, the PR/Marketing Manager will assume the responsibility of the Assistant Director for Business Management until the Assistant Director for Business Management becomes available. Upon the death/incapacity of the Assistant Director for Business Management, the PR/Marketing Manager will become the Acting Assistant Director for Business Management.

Upon the absence/unavailability of the PR/Marketing Manager, the IT Analyst will assume the responsibility of the PR/Marketing Manager. Upon the death/incapacity of the PR/Marketing Manager, the IT Analyst will become the Acting PR/Marketing Manager.

In the event of a catastrophic event causing multiple upper management positions to be vacant or incapacitated, the line of succession is as follows until the Board of Trustees can meet to appoint a successor

Director

1. Assistant Director for Business Management
2. PR/Marketing Manager
3. IT Analyst
4. Camdenton Branch Manager
5. Osage Beach Branch Manager
6. Sunrise Beach Branch Manager
7. Remaining Branch Managers by seniority of employment with the District.
8. ILL Assistant
9. Outreach Assistant
10. Technical Processing Assistant by seniority of employment with the District.
11. Other Library Assistants by seniority of employment with the District.