



DATE SUBMITTED 9/27/18  
 SUBMITTED BY COMMUNITY SERVICES  
 DATE ACTION REQUIRED 10/03/18

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS 

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: <b>DISCUSSION/ACTION: COMMUNITY SERVICES RESTRUCTURE</b>	
1. APPROVAL OF THE RECLASSIFICATION OF LIBRARY TECHNICIAN TO LIBRARY SUPERVISOR; 2. APPROVAL OF THE RECLASSIFICATION OF ONE RECREATION SPECIALIST POSITION TO RECREATION COORDINATOR; 3. ESTABLISHMENT OF PARKS APPRENTICESHIP PROGRAM.	
DEPARTMENT INVOLVED: <b>COMMUNITY SERVICES</b>	
BACKGROUND/SUMMARY: During the Regular Meeting of the City Council on September 19, 2018 staff pulled the above mentioned items from the Council Agenda as they are subject to Meet & Confer with Teamsters Union Local #542. The City has met their Meet & Confer obligation with the collective bargaining unit and requests the City Council reconsider the reclassification of Library Technician to Library Supervisor and the reclassification of one Recreation Specialist to the position of Recreation Coordinator. Additionally, the City would like to establish an apprenticeship program within the general maintenance worker III classification specific to Parks. This position would function as the Crew Leader and presume the temporary supervisory duties in the absence of the Parks Superintendent. The position would allow for opportunities in advancement within the Parks department pending training and certification requirements are met. The Department of Community Services includes the Library, Park and Recreation Divisions. There are no direct supervisory positions allocated in the Park or Recreation Divisions. With the resignation of the Library Administrator on July 20, 2018 the library is currently without direct supervision. In review of the structure of the department, it was determined to reclassify three (3) positions in order to meet the needs of the City and better serve the community. The Department of Community Services intends to fill the two positions with internal candidates already holding the existing classifications pending Council's approval.	
FISCAL IMPACT: \$17, 450.23 to the General Fund for Reclassifications (3 positions) \$2,414.88 to the General Fund for Apprenticeship Program (5 % base salary increase)	FINANCE INITIALS _____
STAFF RECOMMENDATION: It is the department's recommendation to proceed with the reclassification as presented to better meet the needs of the community.	DEPT. INITIALS _____
MANAGER'S RECOMMENDATION:	CITY MANAGER'S INITIALS 
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED ( )      REJECTED ( ) DISAPPROVED ( )      DEFERRED ( ) REFERRED TO:

**Class Title:** Library Supervisor  
**Bargaining Unit:** Unrepresented Group  
**Range:** 77  
**Salary:** \$25.44 - \$35.80 Hourly  
\$2035.20 - \$2864.00 Biweekly  
\$52,915.20 - \$74,464.00 Annually

**Description:**

Under the general direction of the Community Services Director, plan, organize and supervise the day-to-day operations and activities of the Library Division within the Community Services Department; coordinate and supervise personnel, resources and communications to meet library needs and ensure smooth and efficient library operations; manage financial operations and provide accurate reports.

**Duties and Responsibilities:**

- Responsible for the daily operation of the Library including maintenance and circulation of all library materials, card catalog and computer catalog; monitor equipment and material needs; coordinate selection, acquisition and processing.
- Supervise library activities by scheduling, coordinating, implementing, administering and evaluating the workflow and scheduling ensuring consistent levels of service.
- Oversee the safety, security and maintenance of the library.
- Provide communication and enforcement of library policies; assist in difficult service interactions; resolve problems and patron complaints.
- Supervise and train staff to ensure smooth operations following established procedures.
- Manage collection activities related to overdue, lost or damaged library materials.
- Manage expenditures and ensure expenditures fall within designated allocation limits.
- Deposit incoming funds; submit invoices and purchase requisitions for payment.
- Operate standard office equipment including a computer and assigned software; oversee the operation of the library's automated systems.
- Maintain records and reports related to library materials, inventory, system patrons, personnel, financial activity and assigned duties.
- Ensure program goals and objectives are met.
- Perform related duties as assigned.

**Qualifications:**

Education and Experience:

Bachelor's Degree in Information/Library Science or related field or six years of library experience; one year lead or supervisory experience.

Licenses and Other Requirements:

Valid Library Certificate

Knowledge of:

- Principles of supervision and training;
- Applicable laws, rules, regulations, policies and procedures;
- Monitoring and maintaining a library collection;
- Monitoring the performance of contractors and vendors;
- Preparing a variety of reports related to the operation of the library;

- Developing, recommending, implementing, and monitoring policies, procedures, and work flow;
- Library organization, operations, policies and objectives;
- Library practices, procedures and terminology;
- Resolving conflict.

**Ability to:**

- Plan, organize and manage operations and activities of a library;
- Coordinate and direct personnel, resources and communications to meet the library needs and ensure smooth and efficient library operations;
- Supervise assigned personnel;
- Operate standard office equipment including a computer and assigned software;
- Perform a variety of technical library duties in the selection, acquisition, circulation, maintenance and distribution of library materials;
- Maintain library in a neat and orderly fashion;
- Maintain records, logs and files;
- Remain calm in high pressure situations;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures.

**Working Conditions:**

**Work Environment:**

- Indoor/Library environment;
- Fast-paced environment with changing priorities;
- Variable hours including evening or week-ends.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read a variety of materials;
- Hearing and speaking to exchange information;
- Sitting or standing for extended periods of time;
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position;
- Bending at the waist, kneeling or crouching to shelve and retrieve materials;
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed.

**Class Title:** Recreation Coordinator  
**Bargaining Unit:** Unrepresented Group  
**Range:** 75  
**Salary:** \$24.20 - \$34.06 Hourly  
\$1,936.00 - \$2,724.80 Biweekly  
\$50,336.00 - \$70,844.80 Annually

**Description:**

Under the direction of the Community Services Director, coordinate and manage the activities and operations of the Recreation Division within the Community Services Department including recreational and leisure services and the rental of City facilities; assist in the development, coordination and implementation of recreation programs and events; coordinate and supervise personnel and resources.

**Duties and Responsibilities:**

- Assist in the development and coordination of recreational and leisure services and special events.
- Identify community needs to recommend and implement appropriate programs.
- Organize the development of marketing materials to promote recreation programs, services and events.
- Manage programs and activities of the Community Services Department's Recreation Division.
- Monitor program equipment and material needs, coordinate procurement of necessary supplies, material and equipment.
- Supervise program activities by scheduling, coordinating, implementing, administering and evaluating the workflow and scheduling ensuring consistent levels of service.
- Supervise and train staff to ensure smooth operations following established procedures.
- Oversee the safety, security and maintenance of recreation facilities and event sites.
- Provide communication and enforcement of recreation and special event policies; resolve problems and citizen complaints; enforce city policies.
- Assure compliance of rules and regulations for special events.
- Coordinate the rental of City facilities.
- Manage expenditures and ensure expenditures fall within designated allocation limits.
- Deposit incoming funds; submit invoices and purchase requisitions for payment.
- Operate standard office equipment including a computer and assigned software.
- Ensure program goals and objectives are met.
- Prepare and maintain various records and reports.
- Perform related duties as assigned.

**Qualifications:**

Education and Experience:

- Bachelor's Degree in recreation and park administration or related field; or three years of increasingly responsible recreation program administration experience that includes one year supervisory experience.

Licenses and Other Requirements:

- Valid California Class C driver's license;
- Valid First Aid/CPR Certification.

**Knowledge of:**

- Operational characteristics, services, and activities of a recreation and leisure services program;
- Recreational, cultural, social, and leisure needs of youth, teen and adult populations of the community;
- Principles and practices of program development and administration;
- Techniques used in public relations and customer service practices;
- Principles of supervision and training;
- Marketing principles and practices;
- Health and safety regulations;
- Applicable codes, laws, rules, regulations, policies and procedures;
- Requirements of maintaining facilities in a safe, clean and orderly condition;

**Ability to:**

- Plan, organize and manage operations and activities of the recreation division;
- Promote community interest through recreational and community programs;
- Supervise assigned personnel;
- Operate standard office equipment including a computer and assigned software;
- Maintain community services facility in a neat and orderly fashion;
- Prepare and maintain a variety of records and reports;
- Meet and deal effectively with the public;
- Communicate effectively both orally and in writing;
- Interpret, apply and explain rules, regulations, policies and procedures.

**Working Conditions:**

**Work Environment:**

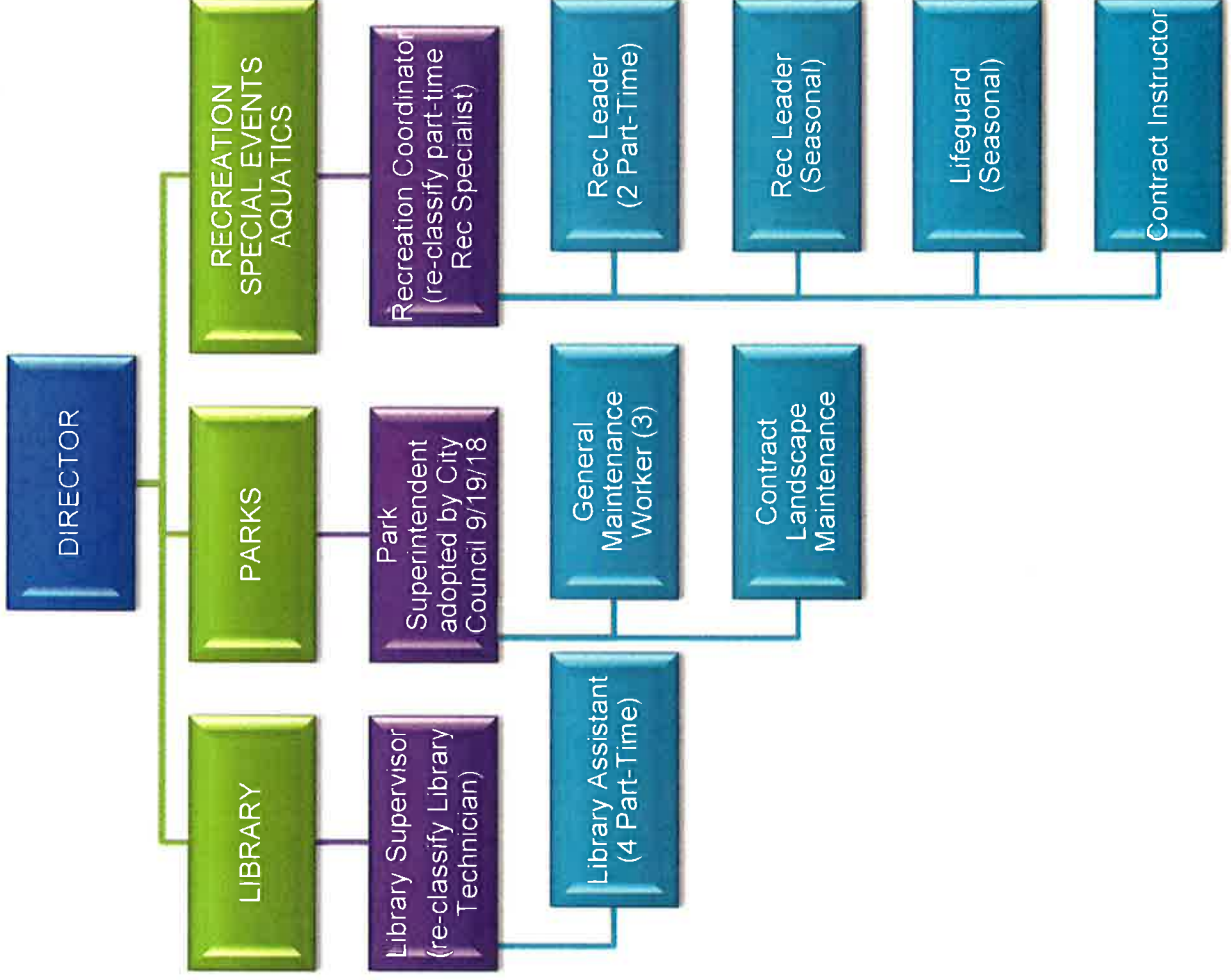
- Indoor/outdoor/recreation environment;
- Driving a vehicle to conduct work;
- Fast-paced environment with changing priorities;
- May be required to work extended hours including evening, week-ends and holidays.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

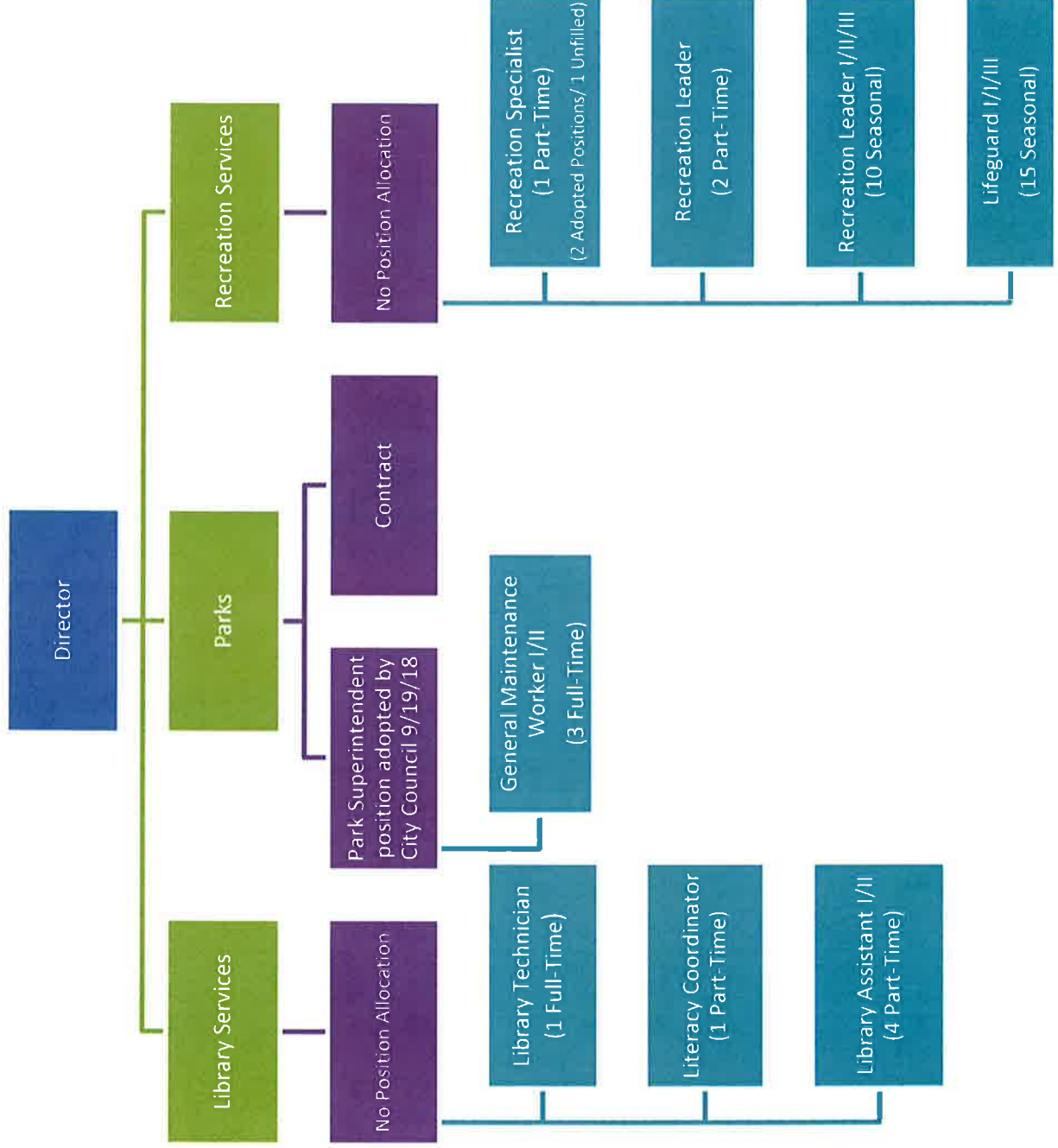
- Dexterity of hands and fingers to operate a computer keyboard;
- Seeing to read a variety of materials;
- Hearing and speaking to exchange information;
- Sitting or standing for extended periods of time;
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position;
- Walking to inspect special event sites.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed.

# Department of Community Services



# Community Services



## LIBRARY

**Monday – Thursday 10-8pm**  
• Library Technician 8-5pm  
• Library Assistant 10-2pm  
• Library Assistant 12-4pm  
• Library Assistant 4-8pm  
• Library Assistant 4-8pm  
• Literacy Coordinator various

**Friday 10-5pm**  
• Library Technician 8-5pm  
• Library Assistant 10-2pm  
• Library Assistant 1-5pm

**Saturday 11-3pm**  
• Library Assistant 11-3pm  
• Library Assistant 11-3pm

Imperial Market Days 5-10pm  
Library Programs various

## PARKS

**Monday – Friday**  
• Parks Supervisor 6-3pm  
• General Maintenance 6-3pm  
• General Maintenance 6-3pm  
• General Maintenance 6-3pm

## Saturday

• General Maintenance 6-9am

Imperial Market Days 2pm-12am  
Movies in the Park 6-10pm

## RECREATION SERVICES

**Monday – Friday 8-5pm**  
• Program Coordinator 8-5pm  
• Customer Service 8-12pm  
-Part-time Rec Leader  
-Part-time Rec Leader 12-5pm

## Seasonal & Special Programs/Events

Rec Leader I/II/III  
Lifeguard I/II/III

Imperial Market Days 2-11pm  
Pick up Pies/Bread 7-10pm  
Movies in the Park various  
Recreation Programs various

PUBLIC SERVICES - Market Days Set-Up 12-5pm, Break Down 10-12am, two staff per event  
POLICE – TBD Chief