

DATE SUBMITTED 11/25/19
 SUBMITTED BY HALLER
 DATE ACTION REQUIRED 12/04/19

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

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**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: RECLASSIFICATION OF LIBRARY SUPERVISOR TO LIBRARY TECHNICIAN 1. AUTHORIZATION TO RECLASSIFY LIBRARY SUPERVISOR TO LIBRARY TECHNICIAN	
DEPARTMENT INVOLVED: COMMUNITY SERVICES	
BACKGROUND/SUMMARY: The Library Supervisor position has been officially vacant since September 21, 2019. As of October, the Community Services Offices has moved into the Library building. Staff has evaluated the services required to efficiently and cost-effectively operate within the department. It is recommended to reclassify the Library Supervisor position to Library Technician. Library Technician is placed at a range 57 on the Teamsters Local Union 542 Salary Schedule.	
FISCAL IMPACT: Cost savings from \$19, 947.20 to \$28,080.00 to the General Fund.	FINANCE INITIALS _____
STAFF RECOMMENDATION: It is the department's recommendation to authorize the reclassification of Library Supervisor to Library Technician.	DEPT. INITIALS <i>[Signature]</i>
MANAGER'S RECOMMENDATION:	CITY MANAGER'S INITIALS <i>[Signature]</i>
MOTION: SECONDED: _____ APPROVED () REJECTED () AYES: _____ DISAPPROVED () DEFERRED () NAYES: _____ ABSENT: _____ REFERRED TO: _____	

COMMUNITY SERVICES

City Manager

Director

Library Supervisor
reclassify to
Technician

Parks
Superintendent

Recreation
Specialist

Rec Leaders
(Part-Time
Temporary)

Lifeguards
(Part-Time
Temporary)

Library Assistant
(4) (Part-Time)

GMW I/II (3)

Landscape
Contractor

Literacy Specialist
(Limited Term)

Volunteers



CITY OF IMPERIAL (CA)
Revision Date: Nov 25, 2019

LIBRARY TECHNICIAN

Class Code:
2440

SALARY RANGE

\$15.85 - \$22.30 Hourly
\$1,268.00 - \$1,784.00 Biweekly
\$2,747.33 - \$3,865.33 Monthly
\$32,968.00 - \$46,384.00 Annually

CLASSIFICATION DESCRIPTION:

DEFINITION:

Under the direction of the assigned Administrator or Director, perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and library materials; process and classify books and library materials according to library standard systems; create barcodes and spine labels; maintain library database and add new materials to assigned database; assist patrons in the selection, location and use of library materials and equipment.

DUTIES:

- Perform a variety of technical library activities involved in the circulation, maintenance and distribution of library materials in an assigned library; process books; check in and out books and other library materials such as periodicals using an assigned computerized system.
- Process and classify books and library materials according to library standard systems; create barcodes and spine labels with call numbers; verify necessary information and assign proper codes; edit information according to proper formats for required labels or files.
- Assist in performing library activities involved in the circulation, maintenance and distribution of library materials in an assigned library; check in and out books and other library materials such as periodicals using an assigned computerized system.
- Circulate and scan library books and materials; maintain and shelve returned books and materials; inspect materials for damage; discard damaged books, magazines and library materials; perform minor repairs to damaged books and library materials; stamp and tag books; laminate and cover library books and materials; catalog, collect and process library donations; lift, move, carry, pack and unpack library equipment and materials.
- Assist patrons in library book/materials selection, location and use of library books and materials; assist patrons with library equipment and accessing public catalogs; respond to and confer with patrons concerning library needs and concerns.
- Provide information concerning library reference materials and their use; enforce library policies; assist patrons in the use of library equipment such as computers; provide training to assigned personnel in appropriate cataloging procedures.
- Receive requests and place holds for reserve materials from patrons; prepare reserve materials; research information and provide reference services as assigned; refer patrons to other libraries and outside resources as appropriate; order and return books from local libraries.

- Calculate, record and collect fines, billings and late fees as required; count, balance and reconcile monies; monitor cash box; contact patrons concerning overdue materials.
- Initiate, plan and conduct various library programs for patrons as assigned; provide recommendations concerning the selection of library materials.
- Perform a variety of clerical duties related to assigned activities such as compiling information, data entry, duplicating forms, letters, lists and labels; create displays; process a variety of forms and application.
- Prepare and maintain a variety of records, logs, reports and files related to library material information, collections, usage, loans, patrons and circulation; verify accuracy of various reports, lists and files; prepare reports of overdue materials and fines to be sent to patrons.
- Answer telephones; send and receive emails; greet and assist visitors; answer questions and provide information concerning library materials, policies and programs; refer calls to appropriate person or department as necessary.
- Communicate with patrons, personnel and outside agencies to exchange information, coordinate library activities and resolve issues or concerns.
- Operate standard office equipment including a computer, library equipment and assigned integrated library software.
- Input a variety of data into an assigned computer system including updating customer records; initiate queries and manipulate data; maintain library database and add new materials to assigned database; ensure accuracy and completeness of input and output data.
- Assist with special events and new library programs; conduct library tours and orientations.
- Maintain a clean, quiet and orderly library environment; replenish supplies.
- Perform related duties as assigned.

QUALIFICATIONS:Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED and two (2) years library experience.

Licenses and other Requirements:

- Valid Library Certificate.

ADDITIONAL INFORMATION:Knowledge of:

- Library practices, procedures, reference materials, resources and terminology.
- Data entry and retrieval techniques.
- Library cataloging and classification.
- Filing, indexing and inventory procedures.
- Methods and equipment used in processing library materials.
- Modern office practices, procedures and equipment.
- Telephone and customer service techniques and etiquette.
- Record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable research methods.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of technical library duties in the selection, acquisition, circulation, maintenance and distribution of books and instructional materials.
- Assist patrons in the selection, location and use of library materials and equipment.
- Check books and materials in and out of the library.
- Maintain library in a neat and orderly condition.
- Maintain records, logs and files.
- Answer telephones and greet the public courteously.
- Operate standard office equipment including a computer and assigned integrated library software.
- Perform clerical duties such as filing and duplicating materials.
- Input data accurately at an acceptable rate of speed.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Process and shelve library materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Perform arithmetic calculations.

OTHER REQUIREMENTS:

WORKING CONDITIONS:

Work Environment:

- Indoor/Library environment.
- Fast-paced environment with changing priorities.
- Variable hours including evenings or weekends.

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 library 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 the duties performed.

Class Title: LIBRARY SUPERVISOR
Bargaining Unit: Unrepresented Group
Class Code: 2440
Salary: \$25.44 - \$35.80 Hourly
 \$2,035.20 - \$2,864.00 Biweekly
 \$4,409.60 - \$6,205.33 Monthly
 \$52,915.20 - \$74,464.00 Annually

Classification Description	Benefits
<p>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.</p>	
<p>Duties:</p>	
<ul style="list-style-type: none"> • 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. 	
<p>Qualifications:</p>	
<p><u>Education and Experience:</u></p>	
<p>Bachelor's Degree in Information/Library Science or related field or six years of library experience; one year lead or supervisory experience</p>	
<p><u>Licenses and Other Requirements:</u> Valid Library Certificate</p>	
<p>Additional Information:</p>	
<ul style="list-style-type: none"> • 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. • 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; 	
<p>Other Requirements:</p>	
<p>Plan, organize and manage operations and activities of a library;</p> <ul style="list-style-type: none"> • 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:

- 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.

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