

DATE SUBMITTED 12/02/2022  
 SUBMITTED BY ACM  
 DATE ACTION REQUIRED 12/07/2022

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

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: <b>DISCUSSION/ACTION: Establishment of Full Time Classifications and Ranges for the Imperial Public Library</b>	
<ol style="list-style-type: none"> <li>1. Establishment of Full Time Literacy Coordinator Classification at Range 75 of the MSPC Salary Schedule.</li> <li>2. Establishment of Full Time Library Assistant Classification at Range 60 of the Teamsters Local Union 542 Salary Schedule.</li> </ol>	
DEPARTMENT INVOLVED: <u>City Manager's Office/Community Services Department</u>	
BACKGROUND/SUMMARY: The City proposes the establishment of full-time classification and ranges for the positions of Literacy Coordinator and Library Assistant within the Imperial Public Library. Creating full-time classifications will streamline operations within the Imperial Public Library, and ensure deliver of critical city services and programs.	
FISCAL IMPACT: Reallocation of existing budgeted funds. No negative impact to the municipal budget.	ADMIN SERV INITIALS _____
STAFF RECOMMENDATION: Staff recommends the establishment of full-time classifications to improve efficiencies within the department structure.	DEPT. INITIALS <u>AB</u>
MANAGER'S RECOMMENDATION: Approve	CITY MANAGER'S INITIALS <u>ACM</u>
MOTION:	
SECONDED: AYES: NAYES: ABSENT:	APPROVED ( )      REJECTED ( ) DISAPPROVED ( )      DEFERRED ( ) REFERRED TO:



# CITY OF IMPERIAL

## JOB DESCRIPTION

### LITERACY COORDINATOR

FLSA Exempt

MSPC – Range 75

Classification: Professional

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#### **DEFINITION:**

Under the direction of the Library Administrator, plan, organize, coordinate and implement the Library's literacy program; train, supervise and evaluate the performance of volunteer tutors; assist in obtaining and maintaining grants; prepare and maintain a variety of narrative and statistical reports, records and files.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, coordinate and implement the Library's literacy program; assess literacy levels for incoming learners; conduct literacy intake sessions; select and maintain literacy collections for assigned program.
- Assist in obtaining and maintaining grants; complete required paperwork; ensure programs comply with grant requirements.
- Provide technical information and assistance to the Library Administrator regarding assigned functions and literacy program; assist in formulating and developing policies, procedures and literacy programs.
- Train, supervise and evaluate the performance of volunteer tutors; match volunteer tutors with learners and select materials for volunteer trainings and tutoring sessions; conduct classes and tutoring in the absence of volunteer tutors.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities; track and analyze data.
- Develop and update forms for literacy program and worksheets for learners and volunteer tutors.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs; resolve issues and conflicts and exchange information.
- Develop and maintain website for assigned literacy program.
- Input a variety of data into an assigned computer system; initiate queries and manipulate data.
- Operate standard office equipment including a computer and assigned software program.
- Attend and conduct a variety of meetings as assigned; coordinate community outreach events to promote literacy program.

#### **OTHER DUTIES:**

- Perform related duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: Bachelor's degree in English or related field and one (1) year experience working with literacy or related instructional programs.

##### Licenses and other Requirements:

- N/A

Knowledge of:

- Planning, organization, coordination and implementation of literacy programs.
- Principles and practices of supervision and training.
- Grant writing principles and techniques.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, organize, coordinate and implement the Library's literacy program.
- Train and supervise volunteer tutors.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Assist in obtaining and maintaining grants.
- Operate standard office equipment including a computer and assigned software.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Assess learner reading and literacy levels.
- Collect and analyze data.

**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.
- 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.

# CITY OF IMPERIAL

## JOB DESCRIPTION

### LIBRARY ASSISTANT

FLSA Non-Exempt  
Teamsters - Range 60

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#### **DEFINITION:**

Under the direction of the Library Administrator, assist in performing library activities such as circulation, cataloging of library materials and locating library materials; perform a variety of clerical duties involved in the maintenance and distribution of library materials at an assigned library; assist patrons in the selection, location and use of library materials and equipment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 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; perform minor repairs to damaged books and library materials; 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; 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.
- 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; reconcile monies; contact patrons concerning overdue materials.
- Initiate, plan and conduct various library programs for patrons as assigned; respond to and confer with patrons concerning library needs and concerns; communicate patron issues and concerns to library administrators; 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.
- Prepare and maintain a variety of records, logs, reports and files related to library material information, usage, loans, patrons and circulation; verify accuracy of various reports, lists and files.
- 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.
- Explain and guide various individuals and groups during summer library reading and crafts programs.
- Communicate with patrons, personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of equipment including a computer, library equipment and assigned integrated library software.
- Assist with special events and new library programs; conduct library tours and orientations.
- Maintain a clean, quiet and orderly library environment.

### **OTHER DUTIES:**

- Perform related duties as assigned.

### **REQUIRED QUALIFICATIONS:**

#### Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED and one (1) year clerical, customer service or library experience.

#### Licenses and other Requirements:

- N/A

#### Knowledge of:

- Library practices, procedures and terminology.
- Methods and equipment used in processing library materials.
- Modern office practices, procedures and equipment.
- Telephone and customer service techniques and etiquette.
- Basic record-keeping and filing techniques.
- Types and uses of library materials and the literature and current publications available for use.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic research methods.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.

#### Ability to:

- Assist in performing library activities involved in the circulation, maintenance and distribution of library materials.
- Perform a variety of general clerical duties in support of library operations.
- 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.
- Learn, 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 quickly and accurately.

### **WORKING CONDITIONS:**

#### Work Environment:

- Indoor/Library environment.

Library Assistant

- Fast-paced environment with changing priorities.
- Variable hours including evening 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 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.

