TO: **Sacramento Public Library Authority Board Members**

FROM: **Arevik Bagdassari, Director of Human Resources**

RE: **Position Descriptions**

RECOMMENDED ACTIONS:

1. **Approve** the position description of Accounting Specialist as defined in Exhibit A.

2. **Approve** the position description of Procurement-Contracts Coordinator as defined in Exhibit B.

3. **Adopt** the revised Position Control Schedule as defined in Exhibit C.

REASONS FOR RECOMMENDATIONS:

Accounting Specialist

At its January 22, 2009 meeting, the Authority Board approved the addition of a full-time Accounting Specialist position to the library's headcount. At that time, the library and Local 39 had not completed discussions on the scope of duties for the position, and Library Administration recommended that the position description be brought to the Board for adoption once the discussions with Local 39 had been concluded.

Additionally, both the Performance Audit and the Library Staff Assessment recommend that the structure of the Finance department be augmented by one additional position to ensure that the department has sufficient resources to stay current of their workload, while continuing to develop and implement internal controls for the library.

The position description is included as Exhibit A to this report.

Procurement-Contract Coordinator

There are currently two individuals who are classified as Buyer-Contract Coordinator. One of the incumbents reports to the Senior Accountant in the Finance Department, and the second reports to the Director of Facilities. The latter was reclassified as Buyer-Contract Coordinator in June 2007 through the library's Classification and Compensation study and has been performing the preponderance of the duties described in the new description since that time. The incumbent reporting to the Senior Accountant has been performing accounting duties for the department for many years, and will be reclassified as one of the two Accounting Specialists to continue providing valuable support to the Finance department.

The recommended reclassifications will provide additional segregation of duties, accountability, consistency in financial transactions and more effective record keeping.

The position description is attached as Exhibit B to this report.

The revised Position Control Schedule reflecting these changes is attached as Exhibit C to this report.

FISCAL IMPACT

The above recommended actions will incur no additional costs to the Authority.

ATTACHMENTS:

Exhibit A: Position Description – Accounting Specialist
Exhibit B: Position Description – Procurement/Contract Coordinator
Exhibit C: FY 2008/09 Position Control Schedule - Revised

Sacramento Public Library
JOB DESCRIPTION

Service Philosophy: *Customers are the library's first priority. Staff:* ***understand*** *service through the lens of the customer;* ***deliver*** *service with respect;* ***make*** *decisions that support successful customer interactions. Customers: enjoy a seamless and successful library experience as defined by their own expectations; choose their own method of interaction – staff assisted, self-directed or virtual.*

Accounting Specialist
Grade: 6
FLSA Status: Non-Exempt
Designation: Represented

Department: Finance
Date: 03/2009

Job Summary: Under general direction from the Senior Accountant and Finance Director, incumbent performs a wide range of semi complex paraprofessional accounting duties, including the preparation, reconciliation and maintenance of various financial records to fulfill reporting requirements and ensure compliance with accepted accounting principles and standards.

Essential Functions:
(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

1. Reconciles, examines, balances and adjusts accounting records;
2. Maintains various financial ledgers, registers and journals;
3. Enters data into spreadsheets, worksheets, ledgers;
4. Assists with month end close and annual financial audit;
5. Prepares periodic reports;
6. Requires regular and punctual employee presence;
7. Establishes and maintains effective working relationships with other staff;
8. Relates and interacts with Library staff, external partners and agencies, and customers with mutual respect;
9. Acts as a representative of Sacramento Public Library to the public;
10. Attends and leads meetings and events; participates in various teams when needed; and
11. Performs other related duties as assigned.

Required Knowledge, Skills, and Abilities:
The employee is expected to perform or possess the following:

Knowledge of:

1. Sacramento Public Library's policies and procedures;
2. Basic knowledge of generally accepted accounting principles and standards;
3. Knowledge of book-keeping standards and principles;
4. Principles and practices of financial record keeping;
5. Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software or payroll or accounting packages;

Ability to:

1. Understand and interpret the principles, laws, and procedures involved in fiscal record keeping and accounting functions;
2. Analyze and evaluate accounting problems as well as draw logical conclusions;
3. Meet multiple deadlines;
4. Read, comprehend and apply pertinent laws, rules and regulations;
5. Communicate effectively, both orally and in writing, with other staff members, external partners/agencies and members of the public/customers;
6. Work independently and in team settings;
7. Understand the internal customer's needs and deliver services by focusing on the customer;
8. Take initiative to ensure a positive and successful customer experience by contributing to finding solutions, regardless of assigned responsibility;
9. Respond to customers and address customer complaints/problems in a timely, accurate, courteous, respectful and friendly manner;
10. Possess attention to detail and follow through on tasks effectively and efficiently;
11. Establish and maintain effective working relationships with other staff and work as a team;
12. Establish priorities and organize workload effectively and efficiently while paying attention to detail and complete assignments under pressure;
13. Maintain a pleasant and productive working atmosphere; and
14. Keep relevant parties informed of all major issues and to recommend changes as appropriate;

Skill in:

1. The use of calculators, computers, computer applications and software, including accounting software,
2. The use of Microsoft Excel formulas and functions.

Education and Experience:

1. An Associate's Degree in Accounting or a related field, and at least two (2) years experience performing accounting and record keeping functions; or
2. A high school diploma (or GED equivalent) and at least four (4) years experience performing accounting and record keeping functions.
3. Experience in a public agency is highly preferred.

Physical and Environmental Conditions:

Work occurs in a normal office environment with acceptable lighting, temperature and air conditions. Occasional light lifting of materials up to 20 pounds and sitting for extended periods of time viewing a computer monitor and detailed data. Requires repetitive motion in the operation of a computer.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries, meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations.

A valid Class C California Drivers license may be required at time of appointment.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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Sacramento Public Library
JOB DESCRIPTION

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Procurement and Contracts Coordinator
Grade: 6
FLSA Status: Non-Exempt
Designation: Represented

Department: Facilities
Date: 03/2009

Job Summary: Purchases a variety of materials, supplies, services and equipment; negotiates, coordinates and maintains Library contracts; and performs other duties as assigned.

Essential Functions:
(Functions listed are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Contract Coordination

1. Maintains a central log of all professional and non-professional services contracts;
2. Assists with monitoring and tracking contracts to ensure compliance with and completion of key terms and conditions;
3. Anticipates potential renewal of expiring contracts and keeps contract 'owner' informed of status;
4. Performs administrative activities such as reviewing contract pricing to invoice pricing, and updating contract database;
5. Assists staff with the auditing and review of contracts;
6. Serves as resident expert in the procurement contract process; assists and advises managers through the competitive procurement process, from formal RFPs and bids to contract completion;
7. Serves as a resource to library staff in procurement planning and budget development as it relates to procurement;
8. Regularly prepares reports on contract status, advises contract 'owner' of key deadlines and advises deputy director of any potential missed deadlines by contract 'owners' in time to enact corrective action;
9. Monitors bid or RFP/FRQ documentation and works with supervisors and managers to ensure policy and procedural compliance.

Procurement

1. Competitively purchases various supplies, services, parts and equipment on behalf of library staff;
2. Receives, examines, and processes purchase requisitions timely and accurately;
3. Reviews requisitions for accurate account assignment and budget availability;
4. Clarifies product specifications as needed to ensure procurement of correct items/products;

5. Expedites purchase orders, delivery of materials, and performance of services;
6. Assists in preparing bid and product specifications and other necessary documents related to the purchasing of equipment, materials, services, and supplies;
7. Solicits bids from a number of appropriate vendors to ensure competitive pricing, and compares costs and evaluates the quality and suitability of equipment, materials, services, and supplies;
8. Selects appropriate vendors to purchase equipment, materials, services and supplies;
9. Confers with vendors, contract service providers, and others regarding products and supplies needs;
10. Resolves problems with vendors regarding issues of quality, pricing, and over/under shipments;
11. Maintains contact with vendors; keeps informed of new products, market conditions, and current prices; monitors and evaluates vendor performance;
12. Uses procurement methods such as procurement cards, purchase orders or related methods to efficiently procure the services and materials requested while remaining in compliance with procurement policies;
13. Responds to inquiries on status of purchases, contracts, bid results, and other procedural related questions;
14. Analyzes costs and savings of ordering supplies in various quantities;
15. Assists staff in the research and preparation of specifications and requests for quotations of prices;
16. Presents documents for authorizing payment of materials and services, including receiving documentation in the enterprise system;
17. Makes recommendations for procurement process improvement; analyze recurring problems and recommend solutions to the manager;
18. Assists in maintaining control of large expenditures and adherence to purchasing policies and procedures;
19. Works with the library's computerized requisition/procurement system, including maintenance of approval queues.

Required Knowledge, Skills, and Abilities:
The employee is expected to perform or possess the following:

Knowledge of:

1. Sacramento Public Library's policies and procedures;
2. Basic knowledge of contract law;
3. Principles, methods, and practices of purchasing and procurement of services, supplies, parts and equipment;
4. Common purchasing and legal terminology;
5. Sources for supplying a wide variety of services, supplies, parts and equipment;
6. Principles of business administration and basic accounting practices and principles;
7. Microsoft Office Suite, the Internet, e-mailing systems, and other relevant software;

Ability to:

1. Effectively and efficiently organize, track, and maintain financial records;
2. Deliver excellent customer service to internal as well as external customers;
3. Prepare periodic financial and statistical reports;
4. Possess attention to detail and follow through on tasks effectively and efficiently;
5. Successfully and proactively communicate with other staff members and members of the public;
6. Anticipate the customer's needs and deliver services by focusing on the customer;
7. Take initiative to ensure a positive and successful customer experience by contributing

to finding solutions, regardless of assigned responsibility;
8. Respond to customers and customer issues in a timely, accurate, courteous, respectful and friendly manner;
9. Establish and maintain effective working relationships with other staff and work as an effective team member;
10. Communicate effectively, both orally and in writing;
11. Establish priorities and organize workload effectively and efficiently while paying attention to detail and complete assignments under pressure;
12. Maintain a pleasant and productive working atmosphere; and
13. Keep relevant parties informed of all major issues and to recommend changes as appropriate;

Skill in:

1. Operating relevant computer systems, including hardware and software, and office machines.

Education and Experience:

1. Associate's degree in Accounting, Purchasing, Business Administration or related field; and
2. Three years or more relevant purchasing/procurement experience, including experience with purchasing a variety of general and specialized materials and services, contracts, soliciting bids from appropriate vendors, selection of vendors;
3. Or equivalent technical training, education, and/or experience.

Physical and Environmental Conditions:

Work occurs in a normal office environment with acceptable lighting, temperature and air conditions. Occasional light lifting of materials up to 20 pounds and sitting for extended periods of time viewing a computer monitor and detailed data. Requires repetitive motion in the operation of a computer.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries, meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

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SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
January 22, 2009

REVISED FY 2008-2009 POSITION CONTROL

	FY 2008/09 Adopted January 22, 2009	FY 2008/09 Proposed March 26, 2009	Change
Accounting Specialist	1	2	1
Administrative Assistant	5	5	
Accountant/Budget Analyst	1	1	
Authority Counsel	1	1	
Building Maintenance Worker	2	2	
Buyer/Contract Coordinator	2	0	-2
Capital Projects Manager	1	1	
Central Security Coordinator, Limited Term*	1	1	
Circulation Supervisor	16	16	
Collection Managment Supervisor	2	2	
Collection Management Services Manager	1	1	
Community Relations Manager	0	0	
Community Services Manager	1	1	
Custodial Supervisor	1	1	
Custodian	11.75	11.75	
Database Administrator	1	1	
Deputy Library Director - Administrative Services	1	1	
Deputy Library Director - Public Services	1	1	
Director of Facilities	1	1	
Director of Finance	1	1	
Director of Human Resources	1	1	
Director of Marketing	1	1	
Events Coordinator	0.5	0.5	
Events Duty	0	0	
Executive Assistant	1	1	
Facilities Superintendent	1	1	
Field Custodial Supervisor	2	2	
General Services Supervisor	1	1	
General Services Worker	5.5	5.5	
Human Resources Generalist	1	1	
Human Resources Supervisor	1	1	
Information Technology Manager	1	1	
Information Technology Services Specialist	1	1	
Information Technology Supervisor	2	2	
Information Technology Technician	1	1	
Librarian	58.5	58.5	
Library Associate	2.5	2.5	
Library Director	1	1	
Library Galleria Administrator	1	1	
Library Program Specialist	1	1	
Library Services Assistant	104	104	
Library Services Specialist (Emerg Technologies)	1	1	

SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
January 22, 2009

	FY 2008/09 Adopted January 22, 2009	FY 2008/09 Proposed March 26, 2009	Change
Library Supervisor I	9	9	
Library Supervisor II	5	5	
Library Supervisor III	20	20	
Library Technician	5	5	
Literacy Coordinator	1	1	
Management Analyst	1	1	
Materials Processor	2	2	
Office Assistant	2	2	
Procurement-Contract Coordinator	0	1	1
Public Information Coordinator	1	1	
Public Services Manager	4	4	
Safety Coordinator	1	1	
Security Supervisor	1	1	
Senior Accounts Payable Technician	1	1	
Senior Accountant	1	1	
Senior Human Resources Generalist	1	1	
Senior Information Technology Analyst	2	2	
Senior Information Technology Technician	2	2	
Senior Payroll Technician	1	1	
Technology Assistant	2	2	
Trainer	1	1	
Training Supervisor	1	1	
Visual Communications Supervisor	1	1	
Web Developer	1	1	
Youth Services Manager	1	1	
	307.75	307.75	0.0

* Central Security Coordinator is a position proposed as a limited term position, pending recruitment of the Security Supervisor position. Although both positions appear on the Position Control Report for administrative purposes, only one position is funded.