Sacramento Public Library Authority

April 28, 2011 **Agenda Item 12.0: Position Description and Position Control Update**

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

FROM: **Rivkah K. Sass, Library Director**
Rita M. Viviano, Interim HR Manager

RE: **Position Description and Position Control Update**

RECOMMENDED ACTION(S):

Adopt Resolution #11-26, A Resolution approving the revised Position Description for Events Coordinator and approving the updated Sacramento Public Library Authority Position Control Listing for FY 2010-11.

REASON FOR RECOMMENDATION

POSITION CONTROL RECLASSIFICATIONS
POSITION DESCRIPTION REVISION

Staff recommends the approval of the revised Position Description as shown in Exhibit A and updated Position Control Listing for FY 2010-11 as shown in Exhibit B that reflects the following changes:

- Reduce the Events Coordinator position from 1 FTE to .5 FTE. The Events Coordinator position was originally classified as .5 FTE. On January 28, 2010, the position was increased to 1 FTE as a restructure of the Library Galleria due to the retirement of an incumbent resulting in the elimination of the Library Galleria Administrator position.

  The Events Coordinator position is currently vacant. Staff evaluated the needs of the Library Galleria and determined that the decreasing revenue trends and economic issues support decreasing the Event Coordinator from 1 FTE to .5 FTE. This action will provide an approximate annual cost savings of $28,400.

  In addition to the decrease in FTE, staff has made minor revisions to the Events Coordinator position description to accommodate the current needs of the Library Galleria.

- Reclassify .5 FTE Library Services Assistant position to .5 FTE Technology Assistant. The Elk Grove Library is a two-story facility with all of the teen and adult computers on the second floor. These are heavily used during the library's busiest times. A Technology Assistant is needed to assist computer users during busy afternoon hours, allowing other staff to assist patrons with other needs. A Technology Assistant can also provide training classes for staff and the public. This recommended action has no fiscal impact.

- Reclassify 1 FTE Librarian position to 1 FTE Library Services Assistant. Because the Elk Grove Library is a two-story facility, the Library needs additional staff to work the two service points. Elk Grove Library currently has three librarian positions, one of which is vacant. Staff has determined that a more efficient use of available resources is to fill this vacancy with a Library Services Assistant who will perform public desk duties and support the outreach and programming work of the remaining two librarians. This recommendation will provide an annual cost savings of approximately $49,773.

ATTACHMENTS

Exhibit A: Events Coordinator Position Description
Exhibit B: Sacramento Public Library Authority Position Control Listing for FY 2010-11 – Revised April 28, 2011

Sacramento Public Library Authority

RESOLUTION NO. 11-26

Adopted by the Governing Board of the Sacramento Public Library Authority on the date of:

April 28, 2011

A RESOLUTION APPROVING THE REVISED POSITION DESCRIPTION FOR EVENTS COORDINATOR AND APPROVING THE UPDATED SACRAMENTO PUBLIC LIBRARY AUTHORITY POSITION CONTROL LISTING FOR FY 2010-11

BE IT HEREBY RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO PUBLIC LIBRARY AUTHORITY AS FOLLOWS:

1. The Revised Position Description for Events Coordinator as shown in Exhibit A is approved.

2. The Sacramento Public Library Authority Position Control Listing for FY 2010-11 – Revised April 28, 2011 is approved.

_____
Sandy Sheedy, Chair

ATTEST:

Rivkah K. Sass, Secretary

By:_____
Brenda Haggard, Assistant Secretary

Exhibit A: Events Coordinator Position Description
Exhibit B: Sacramento Public Library Authority Position Control Listing for FY 2010-11 – Revised April 28, 2011

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Sacramento Public Library
JOB DESCRIPTION

Events Coordintaor
Grade: 4
FLSA Status: Non-Exempt

Department: Galleria
Date: 04/2011

Job Summary: Oversees and coordinates all the day-to-day operations associated with the renting of the Galleria; and performs other related 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.)

1. Coordinates and oversees the bookings and events held at the Galleria;
2. Maintains contact with contracted clients, ensuring that their event needs are met and are in compliance with Galleria policies;
3. Maintains list of approved vendors; oversees their activities to ensure compliance with Galleria policies;
4. Oversees and coordinates the building's maintenance and safety policies and procedures;
5. Ensures that event tours are conducted and clients are informed of all policies, procedures and fees;
6. Ensures that floor plans are set up to client specifications;
7. Oversees on-call event duty personnel and security personnel assigned to events;
8. Coordinates event set-up and break-down;
9. Trains all new event duty personnel;
10. Cultivates and maintains positive relationships with other staff, clients and the public;
11. Acts as a representative of Sacramento Public Library to the public;
12. Performs outreach to prospective corporate and social clients;
13. Requires regular and punctual employee presence;
14. Keeps abreast of event trends by attending workshops and educational programs and reading periodicals and specialized literature; recommends more efficient practices;
15. Attends meetings and events; participates in various teams when needed; and
16. Performs other related duties as assigned.

Sacramento Public Library Core Competencies:

All employees of Sacramento Public Library will be evaluated on the following competencies:

- Accountability
- Communication
- Customer Service Focus
- Respect for Others

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

Knowledge of:

1. Thorough knowledge of the principles and techniques used in planning, coordinating, and servicing a variety of theatrical, entertainment, recreational, industrial, and educational events, including audio/visual setup.

Ability to:

1. Learn, understand and interpret the Sacramento Public Library's policies and procedures;
2. Effectively and efficiently coordinate events and event staffing;
3. Effectively and efficiently organize, track, and maintain relevant information;
4. Understand the client's needs and deliver services by focusing on the client;
5. Take initiative to ensure a positive and successful client experience by contributing to finding solutions, regardless of assigned responsibility;
6. Respond to clients in a timely, accurate, courteous, respectful and friendly manner;
7. Communicate effectively and courteously with other staff and the public;
8. Establish and maintain effective working relationships with other staff and work as a team;
9. Establish priorities and organize workload effectively and efficiently while paying attention to detail and complete assignments under pressure;
10. Keep relevant parties informed of all major issues and to recommend changes as appropriate.

Skill in:

1. Microsoft Office Suite, event management software, the Internet, e-mailing systems, and other relevant software packages;
2. Operate relevant computer systems, including hardware and software, and office machines.

Education and Experience:

1. Two years of post high school education and three years relevant experience; or
2. Equivalent technical training, education, and/or experience.

Physical and Environmental Conditions:
Work usually occurs indoors, with acceptable lighting and temperature conditions. Requires ability to walk, stand, carry and bend from 75 to 100% of the time. Requires the ability to lift and carry material weighing up to forty (40) pounds. May sit for extended periods of time viewing a computer monitor. 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 meeting and training rooms, offices, and libraries. Ability to follow all safe workplace policies and procedures with regards to event coordinating, accident prevention and observance of fire and building safety regulations.

May encounter disruptive and/or intoxicated individuals. Responsible with the aid of security personal for defusing altercations before they become uncontrollable. Ability to tactfully evict disorderly patrons from the premises. May serve as liaison between the venue and local law enforcement officers.

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

Must be able to transport oneself to assigned work location in a timely manner.

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.

_____ _____

Employee Signature Date

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SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
April 28, 2011

PROPOSED FY 2010-11 POSITION CONTROL - April 28, 2011

	FY 2010-11 Proposed March 24, 2011	FY 2010-11 Proposed April 28, 2011	Change in FTEs*
Accounting Specialist	2	2	
Administrative Assistant	3	3	
Administrative Technician	2	2	
Accountant/Budget Analyst	1	1	
Building Maintenance Worker	2	2	
Capital Projects Manager	1	1	
Circulation Supervisor	17	17	
Collection Management Supervisor	1	1	
Collection Management Services Manager	1	1	
Community Services Manager	1	1	
Custodial and Logistics Supervisor	1	1	
Custodian	11.5	11.5	
Deputy Library Director	2	2	
Director of Facilities	1	1	
Events Coordinator	1	0.5	-0.5
Facility Services Supervisor	1	1	
Field Custodial Supervisor	1	1	
Finance Manager	1	1	
General Services Worker	5.5	5.5	
Human Resources Generalist	1	1	
Human Resources Manager	1	1	
Human Resources Technician	1	1	
Information Technology Manager	1	1	
Information Technology Supervisor	2	2	
Information Technology Technician	2	2	
Librarian	51	50	-1.0
Library Associate**	3	3	
Library Director	1	1	
Library Program Specialist	1	1	
Library Services Assistant	103	103.5	0.5
Library Services Specialist	2	2	
Library Supervisor I	10	10	
Library Supervisor II	9	9	
Library Supervisor III	17	17	
Library Technician	5	5	
Literacy and Homework Center Supervisor	1	1	
Management Analyst	1	1	
Materials Processor	0.5	0.5	
Procurement-Contract Coordinator	1	1	
Public Information Coordinator	1	1	
Public Services Manager	4	4	
Risk Management Supervisor	1	1	
Security Coordinator	1	1	
Senior Accounts Payable Technician	1	1	
Senior Accountant	1	1	
Senior HR Generalist	1	1	
Senior Information Technology Analyst	2	2	
Senior Information Technology Technician	2	2	
Senior Payroll Technician	1	1	

	FY 2010-11 Proposed March 24, 2011	FY 2010-11 Proposed April 28, 2011	Change in FTEs*
Special Projects and Remodeling Coordinator	1	1	
Strategic Communications Officer	1	1	
Technology Assistant	3	3.5	0.5
Trainer	1	1	
Visual Communications Supervisor	1	1	
Web Developer	1	1	
Youth Services Manager	1	1	
	293.5	293.0	-0.5

* FTEs are full time equivalent positions, equating part time positions into a fraction of a full time position.

Note: ** CORRECTION: This position control document lists two positions that are unfunded as of the date of this action, for purposes of budget savings:
one .5 FTE Library Associate and one 1.0 Deputy Director.