Sacramento Public Library Authority

March 24, 2011 **Agenda Item 9.0: 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 #11-21, A Resolution Approving the Position Description for Finance Manager and Approving the Updated Sacramento Public Library Authority FY 2010-11 Position Control Listing

REASON FOR RECOMMENDATION

Position Description – Finance Manager
The Finance Director position has been vacant since October 2010. Upon evaluation, staff has determined that a manager-level position more appropriately meets the organization's needs at this time. A Position Description for Finance Manager has been developed and is recommended for approval as shown in Exhibit A.

Position Control Reclassifications
Staff recommends the approval of the revised Position Control listing as shown in Exhibit B for FY 2010-11, which reflects the following changes:

- One (1) FTE Library Supervisor II position reclassified to one (1) FTE Library Supervisor I. Reclassifying this position will provide a cost savings of approximately $16,436 annually. The Library continues to assess the appropriate staffing levels for all locations in order to work within the current budget realities.

- Two (2) .5 FTE Library Associate positions reclassified to one (1) FTE Librarian. In anticipation of a retirement, the Central Library planned a reconfiguration, eliminating one Librarian position, replacing with two half-time Library Associates. Due to other organizational changes and anticipated cost savings measures, staff recommends the previous staffing model, which includes a full-time Librarian. These (2) .5 FTE positions remained vacant and this recommended action has no fiscal impact.

- One (1) FTE Librarian, created through the elimination of one (1) full-time Library Services Assistant, elimination of one (1) full-time Materials Processor, and reducing one (1) full-time Materials Processor position to half-time. The Collection Services staff has been engaged in evaluating delivery of service in order to improve turnaround time and ensure materials are on the shelves in a timely manner. As part of this evaluation, departmental staffing and workflow have been analyzed and

reorganized. Materials selection, formerly carried out by 21 staff on a part-time basis, is being centralized. The reorganization plan results in four full-time Librarian Selector positions, an efficient and effective method for selecting materials. This change provides system support by means of selection, collection analysis, weeding teams, and database training. It enables branch staff to focus on programs and public service. This will provide an annual cost savings of $12,600.

- One (1) FTE Finance Director reclassified to one (1) FTE Finance Manager. This change will provide an approximate annual cost savings of $25,074.

FISCAL IMPACT

Total fiscal impact is an approximate annual cost savings of $54,110. All affected positions are vacant and staff anticipates filling these positions by the end of May 2011.

ATTACHMENTS

Resolution #11-21, A Resolution Approving the Position Description for Finance Manager and Approving the Updated Sacramento Public Library Authority FY 2010-11 Position Control Listing

Exhibit A: Position Description – Finance Manager

Exhibit B: Updated FY 2010-11 Position Control Listing

Sacramento Public Library Authority

RESOLUTION NO. 11-21

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

March 24, 2011

A RESOLUTION APPROVING THE POSITION DESCRIPTION FOR FINANCE MANAGER AND APPROVING THE UPDATED SACRAMENTO PUBLIC LIBRARY AUTHORITY FY 2010-11 POSITION CONTROL LISTING

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

1. The Position Description for Finance Manager as shown in Exhibit A is approved.
2. The Updated Sacramento Public Library Authority FY 2010-11 Position Control Listing as presented in Exhibit B is approved.

_____
Sandy Sheedy, Chair

ATTEST:

Rivkah K. Sass, Secretary

By:_____
Brenda Haggard, Assistant Secretary

ATTACHMENTS:
Exhibit A: Position Description – Finance Manager
Exhibit B: Updated FY 2010-11 Position Control Listing

Sacramento Public Library
JOB DESCRIPTION

Finance Manager
Broadband
FLSA Status: Exempt
Designation: Unrepresented Management

Department: Finance
Date: 03/2011

Job Summary: Under administrative direction, plans, organizes and directs the activities and programs of the Finance Department; provides expert professional assistance to Library management staff on financial, budgeting, accounting and related matters; performs related work 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.)

ESSENTIAL FUNCTIONS

1. Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Finance Department; prepares and administers the department's budget;
2. Plans, organizes, assigns, directs, reviews and evaluates the work of assigned staff; selects personnel and provides for their training and professional development; interprets Library policies to employees;
3. Provides professional assistance to members of Library departments on finance and related matters in areas of responsibility;
4. Formulates and implements policies, procedures and systems pertaining to budgeting, financial recordkeeping, controls and reporting; provides comprehensive financial management services and solves varied budgeting, accounting and collections problems;
5. Conducts or directs financial and other studies; develops and reviews reports of findings, alternatives and recommendations;
6. Makes presentations of Library financial status and operations to the Library Board; represents the Library in meetings with governmental agencies and professional and business organizations;
7. Monitors developments related to finance and accounting matters; evaluates their impact upon Library operations and financial programs; recommends and implements policy and procedural improvements;
8. Administers and coordinates the annual external audit process.

ADDITIONAL JOB FUNCTIONS

Performs other related work in support and advancement of Library operations as needed or required.

SUPERVISORY CONTROLS AND AUTHORITY LINE

Employees in this classification work under the direction of the Deputy Library Director and within a framework of established library policies, rules, regulations, and standardized procedures. The employee has a working knowledge and understanding of the services and duties of the department and the overall role and relationship of the department to total library services and operations.

MANAGERIAL COMPETENCIES

Managers at Sacramento Public Library are expected to possess the following competencies:

STRATEGIC ORIENTATION
Ability to link long-range vision and concepts to daily work using strategic analysis and planning in order to accomplish long-term goals and meet the vision of the organization.

BUILDING PARTNERSHIPS
Ability to identify opportunities and build strategic relationships to facilitate the accomplishment of key objectives.

TECHNOLOGY MANAGEMENT
Ability to identify key advances in technology. Ability to adapt services in light of technological advances.

PROJECT MANAGEMENT
Ability to plan, monitor and control all aspects of a project including the motivation of all involved, achieving project objectives on time, to the specified cost, quality and performance.

MANAGING CONFLICT
Ability to deal with difficult and complex situations to resolve conflicts or tensions and achieve successful resolution while adhering to state/federal laws or regulations.

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

1. Thorough knowledge of the principles and practices of general, fund, and government accounting;
2. Thorough knowledge of the principles and practices of business computer user applications;
3. Knowledge of applicable library, state and federal laws and regulations;
4. Knowledge in organizational planning techniques, including staffing and goals, and objectives and work standards development;
5. Knowledge in administrative principles and practices, including goal setting, program and budget development and implementation and employee supervision.
6. Ability to plan, organize, assign, direct, review and evaluate the work of assigned staff;
7. Ability to select and motivate staff and provide for their training and professional development;
8. Ability to plan, organize and direct a wide variety of financial and programs activities;
9. Ability to evaluate financial and other data and programs and provide recommendations for improvements;
10. Ability to interpret, explain, and apply Library, state and federal laws and ordinances regulating Library financial accounting, reporting and recordkeeping;

11. Ability to represent the Library effectively in contacts with governmental and regulatory agencies, outside consultants and counsel, and business and professional groups.

Education and Experience:

1. Bachelor's degree from an accredited college or university with major course work in accounting, business administration, finance or a closely related field;
2. Four years of progressively more responsible management or supervisory experience in budgeting, accounting or financial management, preferably in a public agency or governmental setting.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of office machines and equipment including computers/keyboards, printers, telephones, facsimile machines, copiers, calculators, typewriters, etc.

Must be able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Requires the ability to balance (maintain body equilibrium) and climb, stoop, kneel, crouch, crawl, reach and/or stretch arms, legs or other parts of body to grasp and move objects.

May be required to work some evenings, weekends and holidays.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Language Ability: Requires the ability to read correspondence, forms, reports, etc. Requires the ability to prepare correspondence, reports, forms, etc., using proper format. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply common sense understanding to carry out instructions in written, oral or diagrammatic form; and deal with problems involving several abstract and concrete variables in or from standardized situations.

Verbal Aptitude: Requires the ability to record and deliver information, explain procedures and follow oral and written instructions. Must be able to communicate effectively and efficiently.

Numerical Aptitude: Requires the ability to utilize complex mathematical formulas, add, subtract, multiply, divide, determine decimals and percentages.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

Color Discrimination: Does require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear (talking expressing or exchanging ideas by means of spoken words; hearing perceiving nature of sounds by ear). Must be able to communicate via telephone.

A valid California Class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment. Employees in this class may be required to use their own vehicle.

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.

ACKNOWLEDGMENT OF RECEIPT

_____
Employee – Print Name

_____ **Date:**_____
Employee Signature

REVISED

SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
March 24, 2011

PROPOSED FY 2010-11 POSITION CONTROL - REVISED March 24, 2011

	FY 2010-11 Approved January 1, 2011	FY 2010-11 Proposed March 24, 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	
Director of Finance	1	0	-1
Events Coordinator	1	1	
Facility Services Supervisor	1	1	
Field Custodial Supervisor	1	1	
Finance Manager	0	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	49	51	2
Library Associate**	4	3	-1
Library Director	1	1	
Library Program Specialist	1	1	
Library Services Assistant	104	103	-1
Library Services Specialist	2	2	
Library Supervisor I	9	10	1
Library Supervisor II	10	9	-1
Library Supervisor III**	17	17	
Library Technician	5	5	
Literacy and Homework Center Supervisor	1	1	
Management Analyst	1	1	
Materials Processor	2	0.5	-1.5
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	

	FY 2010-11 Approved January 1, 2011	FY 2010-11 Proposed March 24, 2011	Change in FTEs*
Senior Payroll Technician	1	1	
Special Projects and Remodeling Coordinator	1	1	
Strategic Communications Officer	1	1	
Technology Assistant	3	3	
Trainer	1	1	
Visual Communications Supervisor	1	1	
Web Developer	1	1	
Youth Services Manager	1	1	
	295.0	293.5	-1.5

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

Note: ** This position control document includes three positions that are listed, but unfunded as of the date of this action, for purposes of budget savings:
one 1.0 FTE Library Supervisor III, one .5 FTE Library Associate and one 1.0 Deputy Director.