



Sacramento Public Library Authority

October 27, 2011

9.0 Position Descriptions and Position Control Update

TO: Sacramento Public Library Authority Board Members

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

RE: Position Descriptions and Position Control Update

RECOMMENDED ACTION:

ADOPT Resolution #11-51, A Resolution Approving Position Descriptions and Revised Sacramento Public Library Authority Position Control Listing

REASON FOR RECOMMENDATION

POSITION DESCRIPTIONS

Visual Communications Specialist

In December, 2010, the Visual Communications Supervisor elected to participate in the Authority’s Voluntary Separation Program and the position has been vacant since January 1, 2011. The Authority has been using contracted labor to meet the organization’s graphic design needs for publicity and promotion of library events and programs.

Over the last nine months, staff has carefully evaluated visual design needs to determine whether this is an essential function or one that could be met with contracted labor on an as needed basis. Given the number of programs and the need for publicity and promotion through both print and electronic means, staff has determined it will be more cost efficient to have these services available in house than to contract out the large amount of work that needs to be done on an almost continual basis.

Staff is recommending that this position be reclassified to Visual Communications Specialist (Grade 5). Since the position carries no supervisory responsibilities, the position will move from the Supervisory Unit to the Library Unit of Local 39. Reclassifying this position as non-supervisory Grade 5 represents annual salary savings of \$27,082 in addition to the costs for contracted labor.

Materials Handler

In December, 2010, the single incumbent in the Materials Processor position resigned. As part of the FY 2010-11 reorganization of the Collection Services Department, the Materials Processor position was reclassified to Materials Handler. Reclassifying the Processor position to a Handler position addresses ergonomic concerns by reallocating the responsibility for an integral part of the unit’s work — transporting, lifting, opening and breaking down the daily shipments of heavy boxes of books and other materials — to one position with the capacity to meet the specific



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physical requirements. There is no financial impact or change in FTEs as a result of this reclassification.

POSITION CONTROL UPDATE

The Library Authority's Position Control Listing is being updated to reflect these new position titles. There is no net change in FTE count as a result of these changes.

ATTACHMENTS

Resolution 11-51, A Resolution Approving Position Descriptions and the Revised Sacramento Public Library Authority Position Control Listing

Exhibit A: Visual Communications Specialist Position Description

Exhibit B: Materials Handler Position Description

Exhibit C: Sacramento Public Library Authority Position Control Listing



Sacramento Public Library Authority

RESOLUTION 11-51

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

October 27, 2011

A RESOLUTION APPROVING POSITION DESCRIPTIONS AND THE REVISED SACRAMENTO PUBLIC LIBRARY AUTHORITY POSITION CONTROL LISTING

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

1. The Position Description for Visual Communications Specialist is approved.
2. The Position Description for Materials handler is approved.
3. The Sacramento Public Library Authority Position Control Listing for FY 2011-12, effective November 1, 2011 is approved.

Sandy Sheedy, Chair

ATTESTED: Rivkah K. Sass, Secretary

BY: _____
Brenda Haggard, Assistant Secretary

ATTACHMENT

- Exhibit A: Visual Communications Specialist Position Description
- Exhibit B: Materials Handler Position Description
- Exhibit C: Sacramento Public Library Authority Position Control Listing

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Sacramento Public Library

JOB DESCRIPTION

Visual Communications Specialist**Grade: 5****FLSA Status: Non-Exempt****Designation: Represented**

Department: Communications**Date: 11/2011**

Job Summary: Conceptualizes, designs, and produces visual solutions that effectively communicate information regarding library events, programs, materials, and other services, both in-house and through vended services; works with staff to ensure accuracy and consistency of design and branding; delivers excellent internal and external customer service; 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. Conceptualizes, designs, produces complex visual communications, including design and production of printed materials, visual materials for websites, electronic files, interior/exterior signage, and exhibition/presentation materials for the library system;
2. Organizes and prioritizes multiple jobs of varying complexity through the various stages of design and production; coordinates record-keeping for design/printing production, maintaining consistent system of regular entries for accurate planning and estimating;
3. Determines if work can be produced in-house or by outside vendors; ensures final art work is proofed and is responsible for final art work and production delivery; ensures that deadlines are met and clients receive materials on time;
4. Creates and maintains standards for library graphics; maintains the online ordering system;
5. Uses desktop publishing technology and other creative means to design/create concepts and layouts for client requests; generates original pieces for specific purposes;
6. Creates layouts for brochures, flyers, posters, etc. for printing and electronic use; determines paper and ink to be used, size and fold of final products, use of color, etc.;
7. Maintains overall design plan to create standardized appearance for categories or groups of printed/electronic pieces;
8. Designs individual pieces for purposes other than printing, including designs for website, intranet, display signage, copying, templates, etc.;
9. Maintains department records, job files, production log, and photo/art files;
10. Meets with internal committees and corporate sponsors regarding graphic direction and applications delivering excellent internal and external customer service in the process;
11. Proofreads documents and materials, as necessary;
12. Keeps a current graphics reference and techniques library; keeps abreast of current design trends, both in print and electronic formats, to ensure that library design reflects current market trends;
13. Develops and maintains positive customer relationships with other staff and members of the public;
14. Requires regular and punctual employee presence;
15. Acts as a representative of Sacramento Public Library to the public;
16. Attends meetings and events; participates in various teams when needed; and
17. 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. Sacramento Public Library's policies and procedures;
2. Principles, techniques, procedures, equipment, and supplies necessary for the production of visual and image graphic arts presentations, communications, and projects;
3. Advanced knowledge of the principles of design, typography, and color theory;
4. Principles of marketing, promotion, communication, direct mail and advertising;
5. Principles of identify development;
6. Desktop publishing equipment requirements, capabilities, and limitations and software, including page layout, graphics, and Microsoft Office Suite, Adobe Creative Suite, the Internet, and e-mailing systems;
7. Principles and techniques of project management;
8. Modern computer graphics and print applications processes;
9. Principles of copy preparation, English usage, spelling, grammar, and punctuation;
10. General principles and procedures of record keeping;
11. Sign design and environmental graphics fabrication and application, including ADA requirements;

Ability to:

1. Conceptualize, design, and produce graphic arts presentations, communications, and projects;
2. Coordinate multiple projects within required time frames;
3. Exercise independent judgment and work with minimal guidance;
4. Exhibit tact, diplomacy, good negotiating and customer service skills when dealing with clients and fellow staff members;
5. Manage time skillfully to coordinate and work on numerous projects simultaneously;
6. Establish and maintain effective working relationships with other staff and work as a team;
7. Understand the 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. Maintain a pleasant and productive working atmosphere; and
12. 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:

Essential:

1. Bachelor's degree in graphic design, illustration, or fine arts, or a closely related field; and
2. Two years of experience in conceptualizing, designing, and producing visual and graphic presentations; or equivalent technical training, education, and/or experience.
3. Proficiency in Adobe InDesign, Photoshop and Illustrator
4. Proven skills in print production

Preferred:

1. Master's degree in graphic design, illustration, or fine arts, or a closely related field; and
 2. Two years of experience in conceptualizing, designing, and producing visual and graphic presentations; or equivalent technical training, education, and/or experience.
 3. Expertise in Adobe InDesign, Photoshop and Illustrator
 4. Previous experience working in a non-profit and/or public agency environment
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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. Position requires frequent verbal communications, talking, hearing, sitting, reaching, keyboarding and repetitive motion of hands/wrists, and handling. Specific vision abilities for this job include close vision and the ability to adjust focus.

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. Position requires some travel throughout the library service area. Interaction with library staff, library customers, other libraries, agencies and organizations, may be necessary to provide and receive information or to resolve situations or problems.

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.

Employee Signature

Date

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**Sacramento Public Library
POSITION CLASSIFICATION**

Materials Handler

Grade: 1

FLSA Status: Non-Exempt

Designation: Represented

Department: Collection Services

Date: 3/2011

Job Summary: Is responsible for handling shipments of materials and performs a variety of materials preparation functions on library materials to prepare them for public use, 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. Regular and punctual attendance;
2. Provide excellent customer service to external and internal users;
3. Provide support to the operations of the organization to ensure timely delivery of information and materials to library users;
4. Open, unpack and distribute mail and shipments of materials in the department; check quality and quantity of goods according to the order specifications;
5. Sort and transport library materials;
6. Physically prepare materials for circulation, which includes packaging, stamping, and labeling, according to established procedures;
7. Review, proofread, and revise materials to ensure accuracy;
8. Operate, maintain, and clean a variety of equipment such as photocopiers, computers, and printers;
9. Perform 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. Effective English communication and usage; spelling, grammar, and punctuation; basic alphabetical and numeric filing methods; and basic mathematical principles;
2. Current office methods, equipment, practices and procedures including PC usage and familiarity with word processing and/or other software necessary to perform job duties.

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Ability to:

1. Attend on a regular and punctual basis;
2. Adapt to a rapidly changing environment and learn new skills;
3. Learn, understand, interpret and apply Sacramento Public Library's policies and procedures;
4. Master all procedures related to assigned work area;
5. Prioritize and multitask;
6. Maintain a pleasant and productive working atmosphere; maintain composure and work effectively even when under pressure;
7. Communicate effectively and respectfully with other staff and members of the public;
8. Take an active role in problem solving; communicate information to supervisors and coworkers in a timely fashion to address issues and problems as they arise;
9. Possess attention to detail and demonstrate effective and efficient follow through on assigned tasks;
10. Work a flexible schedule including evening and weekend shifts as assigned.

Education and Experience:

1. High school diploma or G.E.D.

Physical and Environmental Requirements and Conditions:

Ability to stand, walk, carry, and bend from 76 to 100% of the time;

Ability to reach, stoop, squat, crouch and push carts and bins from 51 to 75% of the time;

Ability to climb, balance, kneel, pull and sit from 25 to 50% of the time;

Ability to work at waist level, between waist and shoulder level and above shoulder level from 34 to 66% of the time;

Ability to lift and carry bins and boxes of library materials weighing 40-60 pounds 33% of the time, 20-39 pounds from 34 to 66% of the time and 1-19 pounds from 67 to 100% of the time;
Ability to push/pull and maneuver book carts weighing up to 200 pounds 100% of the time;

This position requires repetitive motion of hands/wrists up to 100% of the time;

Must be able to manipulate small materials including labels, and general office tools;

Specific vision abilities for this job include close vision and the ability to adjust focus;

Work environment involves everyday risks or discomforts that require normal safety precautions typical of a library or workroom setting;

Follow all safe work place policies and procedures with regard to office equipment, accident prevention and observance of fire and building safety regulations;

Item 9.0 Exhibit B

Possible exposure to angry or hostile individuals and to personally offensive library materials.

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

Employee Signature Date
SACRAMENTO PUBLIC LIBRARY
LIBRARY

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**SACRAMENTO PUBLIC LIBRARY AUTHORITY
POSITION CONTROL REPORT
FY 2011-12
October 27, 2011**

	FY 2011-12 Approved September 29, 2011	FY 2011-12 Proposed October 27, 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	16	16	
Collection Management Supervisor	1	1	
Collection Management Services Manager	1	1	
Community Services Manager	1	1	
Custodial and Logistics Supervisor	1	1	
Custodian	10.5	10.5	
Deputy Library Director	1	1	
Director of Facilities	1	1	
Events Coordinator	0.5	0.5	
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	1	1	
Librarian	43	43	
Library Associate**	1	1	
Library Director	1	1	
Library Program Specialist	1	1	
Library Services Assistant	95	95	
Library Services Specialist	2	2	
Library Supervisor I	10	10	
Library Supervisor II	9	9	
Library Supervisor III	15	15	
Library Technician	4	4	
Literacy and Homework Center Supervisor	1	1	
Management Analyst	0	0	
Materials Handler	0	0.5	0.5
Materials Processor	0.5	0	-0.5
Procurement-Contract Coordinator	1	1	
Public Information Coordinator	1	1	
Public Services Manager	4	4	
Risk Management Supervisor	1	1	
Senior Accounts Payable Technician	1	1	
Senior HR Generalist	1	1	
Senior Information Technology Analyst	2	2	
Senior Information Technology Technician	2	2	
Senior Payroll Technician	1	1	
Special Projects and Remodeling Coordinator	1	1	
Strategic Communications Officer	1	1	
Technology Assistant	3.5	3.5	

	FY 2011-12 Approved September 29, 2011	FY 2011-12 Proposed October 27, 2011	Change in FTEs*
Visual Communications Supervisor	1	0	-1.0
Visual Communications Specialist	0	1	1.0
Web Developer	1	1	0.0
	262.5	262.5	0.0

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

This position control document reflects 29 positions that are unfunded and three eliminated positions as of the date of this action, for purposes of budget savings. (refer to budget document for position list and narrative)