



Stationary Engineers, Local 39

INTERNATIONAL UNION OF OPERATING ENGINEERS AFL-CIO

BART FLORENCE

BUSINESS MANAGER-RECORDING SECRETARY

April 28, 2022

Peter Coyl, Library Director & CEO
Sacramento Public Library Authority
828 "I" Street
Sacramento, CA 95814

Re: Library Supervisor II (Reclassification)

Dear Peter Coyl:

Enclosed, please find the fully executed Side Letter Agreements, signed by the principals of this organization.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Scherita Adams
Business Representative

Encl.

SA:sg:IUOE#39/afl-cio

**SIDE LETTER AGREEMENT
BY AND BETWEEN**

**SACRAMENTO PUBLIC LIBRARY AUTHORITY
AND
STATIONARY ENGINEERS, LOCAL 39, LIBRARY & SUPERVISORY UNIT**

April 20, 2022

This will confirm the understanding reached between the Sacramento Public Library (SPL) and the International Union of Operating Engineers, Stationary Engineers, Local 39, AFL-CIO, representing employees in the Library and Supervisory Units (Union).

Purpose:

It is in the interest of SPL to reclassify two (2) Library Supervisor II positions within the Collection Services Department. The goal is to provide clarification and specifics regarding the technical functions and responsibilities needed to be successful in the two (2) identified supervisor positions. The new classifications address the current gaps in the job description and maintain a Grade 9 compensation given the classifications' demand for technical and supervising functions and responsibilities.

Terms of Agreement:

The parties agree, effective at the beginning of the first pay period following the Library Authority Board's approval of this "Side Letter," to reclassify two of the current Library Supervisor II positions in the Collection Services Department to a new Cataloging & Processing Supervisor (as set forth in the job description in Exhibit A) and a new Materials Management Supervisor position (as set forth in the job description in Exhibit B), as shown below:

Current

Classification

Current Office Branch/Department

Reclassification

Library Supervisor II

Collection Services Department

Cataloging & Processing Supervisor

Library Supervisor II

Collection Services Department

Materials Management Supervisor

The new classifications shall maintain a Grade 9 compensation given the classifications' functions and responsibilities.

The parties agree that due to the changes, the above-mentioned classifications representation within the Library Unit is no longer appropriate. In order to resolve this issue, the parties agree to modify the representation of the classifications to the Supervisory Unit upon approval of this side letter.

Attachments:

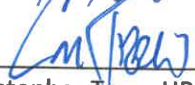
Exhibit A – Cataloging & Processing Supervisor Job Description

Exhibit B – Materials Management Supervisor Job Description

Sacramento Public Library Authority



Peter Coyl, Library Director & CEO

Date: 4/27/22


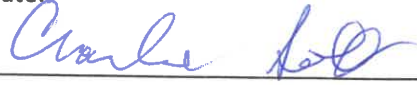
Christopher Trew, HR Manager

Date: 4.26.22


Stationary Engineers, Local #39



Bart Florence, Business Manager

Date: 

Charlie Solt, Director of Public Employees

Date: 

Payden Martin, Business Representative

Date: 

Scherita V. Adams, Business Representative

Date: 4/26/22

Adopted:	4/28/2022
Revision:	
Department:	Collections Services Department
Unit:	Supervisory
Grade:	9
FLSA Status:	Non-Exempt

Job Description CATALOGING AND PROCESSING SUPERVISOR

BASIC FUNCTION

Plans, organizes, and supervises a wide range of professional, technical, analytical, and operational support services related to cataloging, processing and the design, implementation and use of the library's online catalog; identifies and coordinates resolution of problems and issues; provides supervision and leadership to division staff; and performs other related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES

(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.)

- Plans, organizes, and supervises activities related to cataloging and processing; ensures uniform cataloging and processing of materials; develops and implements goals, objectives, and policies; recommends budget allocations and monitors expenditures.
- Performs and oversees original and copy cataloging of all formats of library materials to facilitate their identification, access, and use. Maintains the integrity of the bibliographic database to include adding, deleting, and editing bibliographic records, as well as authority control. Ensures bibliographic maintenance standards are met according to SPL policies and procedures.
- Oversees physical processing of print/non-print materials, coordinates regular meetings with work teams and maintains updated processes and manuals to ensure accuracy and consistency.
- Assists in recruiting, interviewing, hiring, training and evaluating the work of assigned personnel; resolves personnel issues; conducts performance evaluations.
- Oversees the installation and efficient operation of the SPL online catalog. Isolates problems and coordinates resolution procedures with vendors to assure rapid solutions and continuous operation.
- Serves as vendor lead for ongoing maintenance, development and support of the online catalog. Serves as primary contact for cataloging related issues, and as liaison to staff, partners, other libraries and vendors. Performs research and analysis to develop and make appropriate written and/or oral recommendations for configurations for the online catalog, interfacing with the ILS Administrator as needed.
- Develops instructions, training and documentation for staff; identifies, coordinates, oversees and/or provides system training for staff and other users.
- Evaluates and understands user behavior to inform decision making.
- Retrieves, prepares, maintains, and provides statistics and reports based on a variety of files, lists, and databases.
- Leads and participates in system wide committees, task forces and training.
- Performs other related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Sacramento Public Library's policies and procedures.
2. Principles, practices, techniques, nomenclature, and operation of bibliographic-maintenance sources, standards and practice, including RDA, AACR2, Dewey Decimal Classification, Library of Congress subject headings, MARC records and library automation.
3. Current public library practices, trends, and technologies.
4. English usage, spelling, grammar, and punctuation and basic mathematical principles.
5. Principles and procedures of supervision, training, and performance evaluation.
6. Customer service techniques in a wide variety of situations including those necessary to provide service to a diverse customer population.

JOB DESCRIPTION – CATALOGING AND PROCESSING SUPERVISOR

7. Techniques of individual and group instruction and training.
8. Principles and techniques of software and system quality assurance and control.
9. Principles of technical report preparation and documentation.
10. Office methods, processes and equipment, including computers and assigned software.

Ability to:

1. Interpret and apply relevant standards such as Library of Congress classification and subject headings, the Dewey Decimal System, AACR2 and RDA instructions and standards in cataloging, classifying, and authority control.
2. Analyze cataloging and processing needs and requirements; identify goals, objectives and problems; examine alternatives, develop recommendations and implement solutions.
3. Analyze and evaluate workflows and processes to increase departmental efficiency.
4. Demonstrate effective interpersonal communication skills to provide excellent customer service.
5. Provide technical guidance, training and assistance in use of bibliographic and authority control sources, Integrated Library Systems, and online catalogs.
6. Establish and maintain effective working relationships.
7. Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
8. Prepare, organize, and maintain comprehensive and accurate records, documentation and procedures.
9. Learn, interpret, apply and explain federal/state/county codes and regulations and Sacramento Public Library policies, processes and procedures.
10. Establish priorities and organize work; meet schedules and timelines.
11. Respond to customers and address customer complaints/problems in a timely, accurate, courteous, respectful and friendly manner.
12. Set, model and maintain a positive work environment and to maintain composure and work effectively even when under pressure.
13. Communicate effectively and courteously with other staff, vendors, members of the public, both orally and in writing.
14. Prepare accurate and reliable documents and reports containing findings, conclusions and recommendations.
15. Keep all relevant parties informed of all major issues and to recommend changes where appropriate.
16. Understand and carry out oral and written direction.

EXPERIENCE

Three (3) years of progressively responsible work experience as a professional cataloger, including one (1) year in a supervisory capacity; additional experience in Integrated Library System and online cataloging operations, problem-solving and support is preferred.

EDUCATION

Bachelor's degree from an accredited college or university is required. Bachelor's degree in library science, computer science, information systems, business information systems, business administration from an accredited college or university is preferred. Master's Degree in Library Sciences or related discipline preferred.

LICENSES, CERTIFICATIONS, BONDING AND/OR TESTING REQUIRED

Possession of a valid Class C California Drivers' License and proof of insurability is required.

OTHER REQUIREMENTS

Personal transportation for job-related travel.

JOB DESCRIPTION – CATALOGING AND PROCESSING SUPERVISOR

WORKING CONDITIONS

PHYSICAL/MENTAL ABILITIES

1. Mobility - Ability to remain in a stationary position for long periods of time while operating a keyboard; occasional movement about the inside of the office to access file cabinets, books, office machinery, etc.;
2. Move - Occasional movement of items weighing 10 pounds or more;
3. Perception - Ability to observe details at close range; frequent need for use of color perception, reading and/or close-up work;
4. Communication - Constant communication in person and on the telephone; occasionally speaking in front of large groups of people;
5. Special Requirements - Requires occasional weekend or evening work, including on-call during weekend and nights for emergencies;
6. Emotional/Psychological - Constant concentration, decision-making and public contact; ability to exercise sound judgment, especially under stressful situations; and working alone; and
7. Environmental Conditions - Occasional exposure to noise.

The incumbent must be able to satisfactorily perform the essential functions of the position. If requested, reasonable accommodations will be made to enable an individual with disabilities to perform the essential functions of the position, absent undue hardship.

Employee Signature

Date

Job Description MATERIALS MANAGEMENT SUPERVISOR

BASIC FUNCTION

Plans, organizes, and supervises a wide range of technical, analytical, and operational support services related to the design, implementation and use of library material management systems including Automated Material Handling (AMH) and the Intelligent Material Management System (IMMS); identifies and coordinates resolution of problems and issues; collaborates with other Sacramento Public Library (SPL) departments as well as Collection Service Department (CSD) divisions to implement operations on a library-wide basis; provides supervision and leadership to division staff; and performs other related duties as assigned.

MAJOR DUTIES AND RESPONSIBILITIES

(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.)

- Plans, organizes, and supervises activities related to material management systems; develops and implements goals, objectives, and policies; recommends budget allocations and monitors expenditures.
- Assists in recruiting, interviewing, hiring, training and evaluating the work of assigned personnel; resolves personnel issues; conducts performance evaluations.
- Oversees the installation and efficient operation of material management systems throughout SPL. Isolates problems and coordinates resolution procedures with vendors to assure rapid solutions and continuous operation.
- Learns, diagnoses, maintains software and data interfaces between material management systems and the Integrated Library System (ILS).
- Assigns staff to projects, committees and tasks; analyzes and determines scheduling and staffing needs; ensures ongoing staff training and information sharing.
- Coordinates project and system activities with users, other departments and vendors to create excellent user experiences.
- Works with other departments and vendors for ongoing maintenance, development and support. Serves as primary contact for material management related issues, and as liaison to staff, partners, other libraries and vendors. Performs research and analysis to develop and make appropriate written and/or oral recommendations for hardware and software configurations for the material management systems and for interfacing with other systems as needed.
- Develops instructions, training and documentation for staff; identifies, coordinates, oversees and/or provides system training for staff and other users.
- Evaluates and understands user behavior to inform decision making.
- Ensures the implementation of appropriate back-up procedures to retain and recover data and programs.
- Writes scripts and prepares, maintains, and provides statistics and reports based on a variety of files, lists, and databases.
- Participates in the library system and materials management communities, building strategic relationships with other users of these systems.
- Leads and participates in system wide committees, task forces and training.
- Travels throughout Library Service area.
- Performs other related duties as assigned.

JOB DESCRIPTION – MATERIALS MANAGEMENT SUPERVISOR

QUALIFICATIONS:

Knowledge of:

1. Sacramento Public Library's policies and procedures.
2. Principles, practices, techniques, nomenclature, and operation of material management systems.
3. Current trends and innovation in material management delivery including emergent technologies.
4. English usage, spelling, grammar, and punctuation and basic mathematical principles.
5. Capabilities, limitations, characteristics, and uses of material management systems and related hardware and software.
6. Principles and procedures of supervision, training, and performance evaluation.
7. Customer service techniques in a wide variety of situations including those necessary to provide service to a diverse customer population.
8. Techniques of individual and group instruction and training.
9. Principles and techniques of software and system quality assurance and control.
10. Principles of technical report preparation and documentation.
11. Principles and practices of project management.
12. Office methods, processes and equipment, including computers and assigned software.

Ability to:

1. Analyze material management needs and requirements; identify goals, objectives and problems; examine alternatives, develop conclusions and recommendations and implement solutions.
2. Recognize problems, develop recommendations and solutions, and oversee corrections in specialist area.
3. Demonstrate effective interpersonal communication skills to provide excellent customer service.
4. Follow through on tasks effectively and efficiently.
5. Provide technical guidance, training and assistance in use of material management systems.
6. Set up, troubleshoot and perform routine maintenance on material management systems.
7. Possess attention to detail and follow through on tasks efficiently and effectively.
8. Establish and maintain effective working relationships.
9. Prepare, organize, and maintain comprehensive and accurate records, documentation and procedures.
10. Learn, interpret, apply and explain federal/state/county codes and regulations and Sacramento Public Library policies, process and procedures.
11. Establish priorities and organize work; meet schedules and timelines.
12. Respond to customers and address customer complaints/problems in a timely, accurate, courteous, respectful and friendly manner.
13. Set, model, and maintain a positive work environment and to maintain composure and work effectively even when under pressure.
14. Identify project goals, objectives, and problems; examine alternatives, develop conclusions and recommendations and implement solutions.
15. Communicate effectively and courteously with other staff, vendors, members of the public, both orally and in writing.
16. Prepare accurate and reliable documents and reports containing findings, conclusions and recommendations.
17. Keep all relevant parties informed of all major issues and to recommend changes where appropriate.
18. Understand and carry out oral and written direction.

EXPERIENCE

Three (3) years of progressively responsible work experience relating to library circulation or operations, including one (1) year in a supervisory capacity; additional experience in computer information system operations preferred.

JOB DESCRIPTION – MATERIALS MANAGEMENT SUPERVISOR

EDUCATION

Bachelor's degree from an accredited college or university is required. Bachelor's degree in library science, computer science, information systems, business information systems, business administration from an accredited college or university is preferred. Master's Degree in Library Sciences or related discipline preferred.

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