



**DATE:** August 28, 2025

**TO:** Personnel Commission

**FROM:** Acting Director of Human Resources

**SUBJECT:** Review Revisions to the Job Description for Library Operations Manager and Adopt the Revised Classification into the City's Classification Plan

### **RECOMMENDATION**

That the Personnel Commission reviews and approves the proposed revisions to the Library Operations Manager classification and adopts the revised classification into the City's Classification Plan.

### **SUMMARY**

The revisions to this classification ensure that the job description accurately reflects current principles and practices of library operations, local, State and Federal rules, regulations and laws, and organizational analysis and management. The essential duties, knowledge and abilities, education, supervision exercised and special requirements sections have been updated to better reflect the evolving scope of the role, providing clearer role distinctions and updates. These revisions were developed in collaboration with subject matter experts from the Library Services Department and Human Resources and have been reviewed and mutually agreed upon by the respective union.

### **BACKGROUND/DISCUSSION**

In addition to adopting and approving the City's Classification Plan, the Personnel Commission reviews job descriptions to ensure that employment standards are job-related. The City utilizes a standard format when creating and revising job descriptions. The Human Resources Department reviews all job descriptions with the respective operating departments, updates each to align with the City's Classification Plan, and ensures the department's needs are included prior to recruitment.

The Library Services Department plays a crucial role in its contributions to the City and the public, including delivering equal opportunity in education to Hayward residents, preserving and improving quality of life for all members of the community, and contributing to the ongoing health and success of the City. This position plays a key role in the department and to local government. It involves managing, coordinating and supervising the clerical operations of the library, including the automated/online circulation system operations, interlibrary loan process, and coordinating the maintenance and repair of equipment of library facilities as assigned.

Given the evolving needs of the department, the City has proposed updates to the Library Operations Manager classification to ensure that the job specification accurately reflects current responsibilities and expectations.

The proposed updates to the Library Operations Manager job specification include revisions to the Essential Duties, Knowledge & Abilities, Education, Supervision Exercised and Special Requirements sections to better reflect the evolving scope of the role. Updates to the Essential Duties section expand upon the role's responsibilities to include current expectations of developing and implementing divisional objectives and procedures, organizing and directing library division activities and work plans, preparing written correspondence, coordinating with facilities, managing personnel by recommending appointments, coordinating staff trainings, conducting performance evaluations and implementing discipline as needed, as well as representing the City and the Library Department to outside organizations, and the public. The updates to the Knowledge & Abilities section ensure that the required competencies align with the principles and practices of library operations, local, State and Federal rules, regulations and laws, and organizational analysis and management. The education requirement has been updated from the completion of the twelfth grade, to now require a Bachelor's Degree from an accredited college or university. This degree should focus on major course work in library science, computer science, public administration, or a related field. The Special Requirements section has been added, as one was not previously on the job specification.

The proposed updates to the Library Operations Manager classification clarify role distinctions that better reflect the evolving scope of the role.

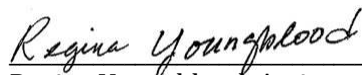
## **STRATEGIC ROADMAP**

This agenda item supports the City Council's Strategic Roadmap initiative of Strengthening Organizational Health by allowing for strategic repositioning and structure of the City's Classification Plan to address operational needs.

*Prepared by:* Amber Davis, Human Resources Analyst II

*Recommended by:* Ian Tecson, Acting Director of Human Resources

*Approved by:*



Regina Youngblood, Assistant City Manager