



**DATE:** May 18, 2023

**TO:** Personnel Commission

**FROM:** Director of Human Resources

**SUBJECT:** Review New Job Description for Deputy Director of Library Services and Adopt Addition to both the Salary Plan and Classification Plan

### **RECOMMENDATION**

Staff recommends that the Personnel Commission review and approve the proposed new Deputy Director of Library Services classification, the associated job description and salary plan for the position, as well as the addition of this new classification to both the classification plan and salary plan; and recommend adoption to City Council.

### **SUMMARY**

Reporting to the Director of Library Services, the new classification of Deputy Director of Library Services will manage all day-to-day activities of the Library Services Department, serve as the lead member of the management team, and when needed function as Acting Director of Library Services. This position will provide additional support necessary for the library to respond to community issues and concerns.

### **BACKGROUND/DISCUSSION**

In addition to adoption and approval of 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 staff review all job descriptions with the respective departments and update each to align the job description with the City's Classification Plan and to ensure the needs of the department are included prior to the recruitment process.

With the increasing complexity and high degree of responsibility associated with coordinating and administering evolving library services for the public, the Library Services Department has developed a need to create the new classification: Deputy Director of Library Services. This new, single position management classification will report to the Director of Library Services and will provide additional day-to-day oversight of operations, allowing the Director to focus on overall service strategy. Furthermore, the Deputy Director of Library Services provides an enhanced career ladder within the organization for library professionals.

The scope of duties for the Deputy Director of Library Services provides the department with an additional lead member of the management team who exercises independent judgement in developing, implementing, and managing Library projects, programs, services, and activities under general direction of the Director. Furthermore, adding this position creates a career ladder and supports succession planning. This position is unrepresented and will be covered by the City's Unrepresented Resolution.

The Library Services Department has requested to add the Deputy Director of Library Services classification in the FY 2024 budget request process.

### **FISCAL IMPACT**

The total position cost of the Deputy Director of Library Services is approximately \$265,350 to the General Fund, and is included in the FY 2024 budget request process.

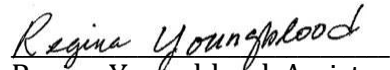
### **STRATEGIC ROADMAP**

N/A

*Prepared by:* Mary Morales, Human Resources Manager

*Recommended by:* Ian Tecson, Deputy Director of Human Resources  
Brittney Frye, Director of Human Resources

Approved by:



Regina Youngblood, Assistant City Manager