



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

Cover Memo

File #: ACT 23-044, **Version:** 1

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.

ATTACHMENTS

Attachment I	Staff Report
Attachment II	Deputy Director of Library Services Job Description
Attachment III	Library Services Department Org Chart