



CITY OF HAYWARD

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Cover Memo

File #: ACT 19-158, **Version:** 1

DATE: September 12, 2019

TO: Personnel Commission

FROM: Director of Human Resources

SUBJECT

Revised Job Description for Librarian II

RECOMMENDATION

That the Personnel Commission reviews and comments on the job description for the position of Librarian II to ensure that the employment standards are job-related. Job-related standards address all aspects of the job description, including supervision exercised, education, special requirements, and experience.

SUMMARY

The Librarian II job description has been revised to update the essential duties, knowledge, and abilities in order to reflect industry changes and the greater role technology plays in modern urban libraries. Additional revisions to the job description have been made to ensure the needs of the Library Services Department are adequately met.

ATTACHMENTS

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|----------------|---------------------------------------|
| Attachment I | Staff Report |
| Attachment II | Revised Librarian II Job Description |
| Attachment III | Library Services Department Org Chart |