

**RESOLUTION TO AMEND FISCAL YEAR 2019-2020 POSITION ALLOCATION
FOR PLUMAS COUNTY LIBRARY 20670**

WHEREAS, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the Fiscal Year 2019/2020 Position Allocation covering all positions in the County service; and

WHEREAS, this updated job classification is necessary in the daily operational needs of the Library Department #20670; and

WHEREAS, this request was brought to the attention of the Human Resources Director who is now requesting approval of this resolution to amend the 2019-2020 Position Allocation and Job Classification Plan for Department #20670; and

WHEREAS, this updated job classification has met the meet and confer obligation with Operating Engineers Local #3; and

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisors as follows:

Approve the amendment to the Fiscal Year 2019/2020 Position Allocation for the following positions:

<u>Current Library</u>	<u>#20670</u>	<u>FTE</u>
Librarian		0.50
<u>Current Literacy</u>	<u>#20675</u>	
Lib./Literacy Program Coordinator		0.50
 <u>Proposed Library</u>	 <u>#20670</u>	 <u>FTE</u>
Librarian		0.50
<u>Proposed Literacy</u>	<u>#20675</u>	
Librarian		0.50

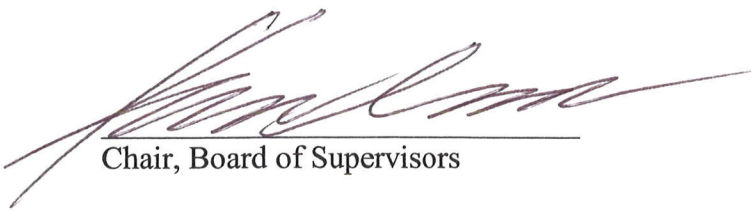
The foregoing Resolution was duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board on the 1st day of October 2019 by the following vote:

AYES: Supervisors: SIMPSON, THRALL, GOSS

NOES: Supervisors: ENGEL

ABSENT: Supervisors: NONE


Clerk, Board of Supervisors


Chair, Board of Supervisors

PLUMAS COUNTY

REVISED: 10/2018

LIBRARIAN

DEFINITION

Under direction, to perform a variety of professional library services and programs for adults and children; to be responsible for reference systems and responding to patron reference requests; to catalog and classify materials; to supervise the operations and activities of County library branches and contract stations; to provide some work direction and training for other library staff; to perform collection development, acquisition, collection maintenance and preservation, and cataloging; to plan, organize, and direct the Plumas County Literacy Program; to oversee grant applications and administer, analyze and report on grants; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a fully experienced, professional Librarian class. Positions have responsibility for assigned areas of library services such as reference, technical, or children's services. They are generally responsible for the development, implementation, and coordination of the Plumas County Literacy Program. In addition, they provide some training and lead supervision for support staff, including but not limited to, Branch Library Assistants and contract stations, Literacy Program Assistants, and volunteers. When delegated, act as County Librarian.

REPORTS TO

County Librarian

CLASSIFICATIONS DIRECTLY SUPERVISED

Library support staff, including, but not limited to, Branch Library Assistants and contract stations, Literacy Program Assistants, and volunteers

LIBRARIAN - 2

EXAMPLES OF DUTIES

- Utilize a variety of resources, including automated systems, to research and obtain information and resources for patron requests and reference needs.
- Maintains, updates, recommends, and selects material for the library collection, as well as overseeing grants and programs related to collection development.
- Work with representatives of other library and literacy systems in the development and utilization of resources and ideas.
- Coordinate delivery of supplies and collections.
- Plan, organize, publicize, and implement library programs
- Create special reading programs, including story times for young children.
- Organize and conducts educational and recreational activities.
- Prepare and distributes publicity information and markets programs and services to the public, patrons, and other agencies.
- Organize and carries out a calendar of library events and/or updates the website and social media sites
- Provide training in library procedures and uses for visiting classes
- Perform reference and readers' advisory services
- Coordinate children's services with local educational agencies and/or other library systems
- Provide work direction and training for support staff
- Compile statistical information.
- Work with and maintains a variety of computer databases.
- Provide training and assistance for Library and Literacy users.
- Attend workshops for the development and updating of library knowledge and skills.
- Represent the County Library and Literacy Program and develops cooperative relations in contacts with citizens, community groups, and other government agencies.
- May assist with the selection and training of staff
- Establish and implement the Plumas County Literacy Program.
- Develop a county wide coalition of community leaders to promote the programs.
- Provide supervision and training for tutors.
- Oversee and direct the Library Literacy Program Assistant in the implementation of program services and functions.
- Select and maintain a collection of literacy reading and training material.
- Order and catalog literacy items; conducts an active public relations program to recruit participants and explain the program.
- Conduct intake assessments of students.
- Organize fund raising and awards events.
- Apply, implement, analyze, track and provide required grant reports.
- Collect and analyze information and data.
- Develop budgets or assists with budget preparation.
- Administer and controls expenditures and helps oversee revenues.

LIBRARIAN - 3

EXAMPLES OF DUTIES – continued:

- Develop and maintain data for program evaluation and quality review.
- Prepare requisite program reports.
- Coordinate programs, services, and functions between Library and Literacy staff.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in a library and office environment; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Professional library principles, practices, and methods.
- Library cataloging and classification systems.
- County Library policies, rules, and regulations.
- Development of library programs and media collections for patrons.
- Library reference materials, sources, and techniques.
- Computer applications for library services.
- Reader interest levels in books and authors.
- Principles of program development, work direction, and training.
- Planning and implementation of a literacy program.
- Functions, services, policies, and procedures of a public library and literacy systems.
- Public and community relation's methods and principles.
- Selection, evaluation, and acquisition of learning material for a public library.
- Grant development, research, administration, and analyzation.
- Collect and Analyze information and data.
- Principles of supervision, training, and program administration.

Ability to:

- Organize and maintain responsibility for assigned areas of County Library functions, such as reference, technical, or children's services.
- Provide work direction and training for others.

LIBRARIAN - 4

Ability to - continued:

- Catalog and classify library material.
- Provide patron assistance, including but not limited to reference requests, reader advisory, and technical support.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Effectively represent the County Library and Literacy Program in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.
- Develop and implement a countywide literacy program in conjunction with the public library system.
- Provide supervision, training, and evaluation for assigned staff.
- Research, submit applications, implement, and provide grant reports.
- Collect and analyze information and data.
- Prepare clear and concise reports.
- Make effective public presentations.
- Utilize a computer in program development and administration.
- Effectively represent the Plumas County Library System and Literacy Program in contacts with the public, community organizations, other County staff, other library and literacy programs, and other government agencies.
- Establish and maintain cooperative working relationships.

Training and Experience:

Qualifications needed for this position:

Possession of Masters of Library Science (MLS) degree from an American Library Association accredited library school, AND two (2) years of experience in one or more of the following areas: administrative experience; grant management including fiscal experience; or experience performing a variety of professional library work.

Special Requirement:

Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

LIBRARIAN

DEFINITION

Under direction, to perform a variety of professional library services and programs for adults and children; to be responsible for reference systems and responding to patron reference requests; to catalog and classify materials; to supervise the operations and activities of County library branches and contract stations; to provide some work direction and training for other library staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a fully experienced, professional Librarian class. Positions have responsibility for assigned areas of library services such as reference, technical, or children's services. In addition, they provide some training and lead supervision for library support staff, including Branch Library Assistants.

REPORTS TO

County Librarian.

CLASSIFICATIONS DIRECTLY SUPERVISED

Provides for work direction and training for Library support staff, including Branch Library Assistants and contract stations.

EXAMPLES OF DUTIES

- Has responsibility for the provision of Library reference services and responding to patron requests.
- Oversees acquisition, cataloging, and classification of materials.
- Provides direction and performs interlibrary loans.
- Maintains updates general and/or children's collections.
- Utilizes a variety of resources, including automated systems, to research and obtain information and resources for patron requests.
- Works with patrons to determine specific reference needs.
- Suggests appropriate reading materials for patrons.
- Maintains, updates, and selects material for the library reference collection.
- May have book selection responsibilities for the general collection, as delegated.
- Works with representatives of other library systems in the development and utilization of reference resources.
- Coordinates delivery of supplies and collections.
- Plans, organizes, publicizes, and implements library programs for children.
- Creates special reading programs, including story times for young children.
- Organizes and conducts educational and recreational activities.
- Prepares and distributes publicity information.
- Organizes and carries out a calendar of library events.
- Provides training in library procedures and uses for visiting classes.
- Performs reference and readers' advisory services for young people.
- Develops recommendations for purchase of new books, periodicals, and media for the general and children's collection.
- Coordinates children's services with local educational agencies.
- Provides work direction and training for Library support staff.
- Compiles statistical information.
- Reviews the proper cataloging and shelving of material.
- Works with and maintains a variety of computer databases.
- Provides training and assistance for Library users.
- Attends workshops for the development and updating of library knowledge and skills.
- Represents the County Library in contacts with citizens, community groups, and other government agencies.
- Assists with the selection and training of staff.
- May serve as County Librarian as delegated.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; physical ability to lift and carry objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in a library and office environment; contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Professional library principles, practices, and methods.
- Library cataloging and classification systems.
- County Library policies, rules, and regulations.
- Development of library programs and media collections for patrons.
- Library reference materials, sources, and techniques.
- Computer applications for library services.
- Reader interest levels in books and authors.
- Public and community relations.
- Principles of program development, work direction, and training.

Ability to:

- Organize and maintain responsibility for assigned areas of County Library functions, such as reference, technical, or children's services.
- Provide work direction and training for others.
- Catalog and classify library material.
- Assist with difficult reference problems.
- Provide patron assistance.
- Gather, organize, analyze, and present a variety of data and information.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software in professional library work.
- Effectively represent the County Library in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

At least two (2) years of increasingly responsible experience performing a variety of professional library work.

Possession of Masters of Library Science (MLS) degree from an American Library Association accredited library school.

Special Requirement: Must possess a valid driver's license at time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.

LIBRARY LITERACY PROGRAM COORDINATOR

DEFINITION

Under direction, to plan, organize, and direct the Plumas County Literacy Program; to develop and administer grants; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single-position classification with general responsibility for the development, implementation, and coordination of the Plumas County Literacy Program.

REPORTS TO

County Librarian.

CLASSIFICATIONS DIRECTLY SUPERVISED

Literacy Program Assistant, volunteers.

LIBRARY LITERACY PROGRAM COORDINATOR – 2

EXAMPLES OF DUTIES

- Establishes and implements the Plumas County Literacy Program.
- Develops a county wide coalition of community leaders to promote the program.
- Supervisors and trains tutors.
- Oversees and directs the Library Literacy Program assistant in the implementation of program services and functions.
- Selects and maintains an adult collection of literacy reading and training material.
- Orders and catalogs literacy items; conducts an active public relations program to recruit participants and explain the program.
- Conducts intake assessments of students.
- Organizes fund raising and awards events.
- Prepares grant applications and administers grants.
- Develops budgets or assists with budget preparation.
- Administers and controls expenditures.
- Develops and maintains data for program evaluation and quality review.
- Prepares requisite program reports.
- Develops cooperative relations with community groups, other literacy programs, and other agencies.
- Coordinates literacy program services and functions with other Plumas County Library staff.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in office and library environments; continuous contact with staff and the public.

LIBRARY LITERACY PROGRAM COORDINATOR – 3

KNOWLEDGE OF

- Planning and implementation of a literacy program.
- Functions, services, policies, and procedures of a public library system.
- Public and community relation's methods and principles.
- Selection, evaluation, and acquisition of adult learning material for a public library.
- Grant development and administration.
- Data collection and analysis.
- Principles of supervision, training, and program administration.

ABILITY TO

- Develop and implement a countywide literacy program in conjunction with the public library system.
- Provide supervision, training, and evaluation for assigned staff.
- Develop and administer a grant.
- Collect and analyze information and data.
- Prepare clear and concise reports.
- Make effective public presentations.
- Utilize a computer in program development and administration.
- Effectively represent the Plumas County Library System and Literacy Program in contacts with the public, community organizations, other County staff, other literacy programs, and other government agencies.
- Establish and maintain cooperative working relationships.

TRAINING AND EXPERIENCE

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying.

Two (2) years of office administration experience or grant management including fiscal experience.

Desirable qualifications: Two years college courses in public administration, non-profit management, or a related field or AA degree. Educational training may be substituted for one (1) year of required experience. The equivalent to a Teacher's certificate is highly desirable.

SPECIAL REQUIREMENTS

Must possess a valid driver's license at time of application, and a valid California License by the time of appointment. The valid California License must be maintained throughout employment.

10 County Comparable Salary Survey
New Librarian Job Description

Librarian Wage Survey:

Amador	\$ 17.61
Calaveras	\$ 21.02
Colusa	\$ 17.62
Del Norte	Special District
Glenn	Contracted
Inyo	\$ 20.03
Lassen	Special District
San Benito	\$ 22.71
Tehama	\$ 19.37
Tuolumne	\$ 20.77
	\$ 139.13
Average	\$ 19.88
Plumas	\$ 16.47
Proposed	\$ 20.50

Job description last revised:

Librarian 11/1995

Library Literacy Program Coordinator 11/2005

Training and Experience:

Qualifications needed for this position:

Masters of Library Science (MLS) and two years of either administrative, grant management, or professional library work.

Library and Literacy Organizational Chart

