



Contra
Costa
County

To: Board of Supervisors
From: Jessica Hudson, County Librarian
Date: March 3, 2015

Subject: Cancel One (1) Executive Secretary Position and Add One (1) Community Library Manager Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21601 to cancel one (1) full-time Executive Secretary-Exempt (J3T5) (unrepresented) vacant position No. 5998 and add one (1) full-time Community Library Manager (3AGG) (represented) position at salary plan and grade ZAX-1624 (\$5,381 - \$6,872) at the Library Department, Martinez.

FISCAL IMPACT:

Upon approval, this action will result in an annual savings to the Library Fund of approximately \$2,194. No fiscal impact to the County General Fund. This position is funded in the Library budget.

BACKGROUND:

In the formulation of its Strategic Plan, the Library conducted broad outreach to its patrons through a community survey, key informant interviews and town hall meetings. In response to the public's comments, the Library carefully evaluated its staffing and determined that it could better meet service needs, outreach and marketing objectives by adding a full-time Community Library Manager position at the Martinez Library. The Senior Community Library Manager assigned to the Clayton Library currently provides oversight of the

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **03/03/2015** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

AYE: John Gioia, District I Supervisor
Candace Andersen, District II Supervisor
Mary N. Piepho, District III Supervisor
Karen Mitchoff, District IV Supervisor

ABSENT: Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: March 3, 2015

David Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

Contact: Michelle McCauley, (925)
927-3202

cc: Michelle McCauley, James Hicks, Eva Barrios

Martinez Library in a limited capacity. The addition of a Community Library Manager assigned full-time to the Martinez location will help balance the workload, strengthen infrastructure stability, and add a new promotional opportunity for existing staff. The Library recommends canceling the Executive Secretary-Exempt position as tasks performed are more appropriately distributed among other administrative staff.

CONSEQUENCE OF NEGATIVE ACTION:

If these position changes are not implemented, an annual savings will not be recognized and the Martinez Library will continue to operate with limited management oversight and will be unable to meet outreach and marketing objectives.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 01601 Library Add Comm Lib Mgr Cxl Exec Scty