



**Contra
Costa
County**

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

Subject: Cancel One (1) Full-time Senior Community Library Manager Position and Add One (1) Departmental Community and Media Relations Coordinator Position

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21613 to cancel one (1) full-time Senior Community Library Manager (3AGH) (represented) vacant position No. 14625 and add one (1) full-time Departmental Community and Media Relations Coordinator (ADSH) (unrepresented) position at salary plan and grade B85-1649 (\$5,532 - \$6,725) in the Library Department.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost saving to the Library Fund of approximately \$31,893. 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 by canceling a Senior Community Library Manager position assigned to Public Services and adding a Departmental Community and Media Relations Coordinator position, a

☒ 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

reorganization of Library services could be achieved that would be responsive to community input and better serve the Library's business needs. The individual who is hired into this new position is expected to assist the Library in fulfilling its goal of promoting the Library's value, programs and opportunities to the community and will develop and implement a strategic marketing communications plan. The Library recommends canceling the Senior Community Library Manager position assigned to Public Services as tasks performed are more appropriately distributed among other Public Services staff.

CONSEQUENCE OF NEGATIVE ACTION:

If these position changes are not implemented, the Library will be restricted in its ability to fulfill its strategic goal of promoting its value, programs and opportunities to the community.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 21613 Cxl Sr Comm Lib Mgr Add Dept Comm Med Relations Coord