Contra
Costa
County

To: Board of Supervisors

From: Theresa Speiker, Interim County Librarian

Date: June 14, 2016

Subject: Establish and Add One (1) Virtual Library Manager Position and Cancel One (1) Information Systems Project Manager

## RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 21791 to establish the class of Virtual Library Manager 3KHB (represented) at salary plan and grade ZAX 1758 ($6,329 - $8,082) and cancel one (1) vacant Information Systems Project Manager (LPNA) (represented) position No. 12746 at salary plan and grade ZA5 1884 ($7,188 - $8,738) in the Library Department.

## FISCAL IMPACT:

Upon approval of this position, this action will result in an annual cost savings to the Library Fund of approximately $52,549. There Is no fiscal impact to the County General Fund. This position is funded in the Library 2016/17 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

| ☑ APPROVE | ☐ OTHER |
|---|---|
| ☑ RECOMMENDATION OF CNTY ADMINISTRATOR | ☐ RECOMMENDATION OF BOARD COMMITTEE |

Action of Board On: **06/14/2016** ☑ 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
Federal D. Glover, District V Supervisor

Contact: Michelle McCauley, (925) 927-3202

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: June 14, 2016

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

By: Chris Heck, Deputy

cc: Michelle McCauley

BACKGROUND: (CONT'D)

Library focused on how it could improve. One of those outcomes was to expand the Library's web presence to be more viable and to continue to provide cutting edge services that will maintain the Library's tech forward reputation.

In June 2015, the Library conducted interviews for Information Systems Project Manager, the position that currently oversees the virtual library division. The Library found that the candidates' backgrounds were focused on data systems, database and network administration, programming and analysis. The Library is seeking candidates who have similar project management abilities, a background in library information science, experience serving the public and knowledge of Library research methods and collection development. A Virtual Library Manager will assist the library in supporting its Strategic Plan and will aid in providing more web based services and visibility to the communities we serve.

The addition of a Virtual Library Manager position also provides a promotional opportunity for existing professional level library staff as well as automation services staff.

Adding a new Virtual Library Manager position and canceling one full-time Information Systems Project Manager position is estimated to result in a net savings of $52,549 annually.

CONSEQUENCE OF NEGATIVE ACTION:

If these position changes are not implemented, the Library will be restricted to candidates that do not contain the specific skill sets the Library needs to increase its web presence and provide more web based services.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

AIR 23892 P30021791 April 12