

DEPARTMENT: County Counsel By: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving the attached revised class specification for the position of County Librarian.

A review of this class specification by the Personnel Office and the County Librarian indicated the need to update this description to require the necessary knowledges and abilities in the areas of both technology and computer usage commensurate with modern library operations. One of the "Typical Duties" was also amended with this proposed revision to make it more flexible and less program specific.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Do not approve this requested revision.
2. Make any further changes as deemed necessary by the Board.

COSTS: (X) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 98-62 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

(X) Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: _____

ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California

By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: jh

MARIPOSA COUNTY

JOB TITLE: COUNTY LIBRARIAN

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under executive direction, plans, organizes and coordinates the activities of the County library system; performs professional library work; and directs and monitors the work of others. Employees in this classification receive executive direction within the framework of overall County objectives. This is an at will position.

SUPERVISOR: This position is appointed by and serves at the pleasure of the Board of Supervisors

TYPICAL DUTIES:

- Plans, organizes and directs the main library operation and its associated branch library activities.
- Develops and implements policies and procedures to ensure efficient and effective library services.
- Supervises and evaluates work performance of library staff.
- Assesses and implements staff development and training programs.
- Provides direct professional library services as needed.
- Plans and manages proper maintenance of the facility or facilities, furnishings and equipment, including work flow and layout.
- Has overall responsibility for collection development for main library and its branches.
- Oversees the operation of grant programs.
- Develops, oversees and coordinates library budgets, including purchase of books, files, magazines and other materials.
- Plans and coordinates the development of grants for physical facilities and coordinates facility improvement programs.

MARIPOSA: COUNTY LIBRARIAN**TYPICAL DUTIES:** (Cont'd)

- Works closely with the Friends of the Library and related groups related to library promotional activities.
- Prepares routine or special reports as needed.
- Represents County library interests in the community and outside as required.

EMPLOYMENT STANDARDS**Possession of:**

- a valid California driver's license.

Knowledge of:

- budget, management and supervisory procedures and practices
- principles of management and organization of library operations and services
- computers and related library software programs and Internet usage
- automated circulation systems
- current technology affecting county library operations
- principles of professional library work
- library purposes, goals and policies

Ability to:

- plan, organize and direct main library and branch library operations
- supervise, advise, train, and consult with staff
- prepare and administer departmental budgets, grants and programs

MARIPOSA: COUNTY LIBRARIAN

Ability to (cont'd):

- use modern computers and equipment including software installation and the Internet as a resource tool
- implement automated circulation systems
- utilize current technology as it affects county library operations
- establish and maintain cooperative working relationships with representatives of community organizations, Boards and Commissions, library agencies and other County departments
- communicate effectively both verbally and in writing
- understand program objectives in relation to departmental goals and procedures
- make decisions and independent judgments
- collect and analyze data to establish and identify needs and evaluate program effectiveness
- make public presentations

MINIMUM QUALIFICATIONS

Equivalent to 5 years of responsible library management experience; and possession of a Master of Library Science degree from an accredited college or university qualifying the position for designation as County Librarian under state statute.

Creation Date: 11/3/92
Revision Date: 2/98 - B/S 98-62
Librarian.frm