

Item # 9A

City of Carson City Agenda Report

Date Submitted: December 19, 2007

Agenda Date Requested: January 17, 2008

Time Requested: 5 Minutes

To: Board of Supervisors

From: _____ Sara Jones _____

Subject Title: Action to determine the position of Deputy Director is critical to City operations and to authorize the position to be filled as soon as practical.

Staff Summary: On October 18, 2007, the Board of Supervisors approved a hiring freeze on all open City positions and asked that no vacant positions, with the exception of Sheriffs Deputies and Firefighters be filled without specific Board approval. The Library is asking that the Board find that the position of Deputy Director is critical to City operations and authorize the position to be filled. This position principally performs the following duties:

1. Insure that all library materials in all formats are purchased, cataloged and provided to the public in the most cost efficient method.
2. Act as Library Director in the absence of the Library Director with full authority to make commitments and the appropriate employment status for all supervisory responsibilities.
3. Communicate the goals and objectives of the library to staff and motivate staff toward achieving these goals and objectives. Insure that all aspects of public services are performed effectively and efficiently.
4. Assists in the formulation of library policy, objectives, procedures and services, reviews and recommends changes to library methods, technology, systems and procedures.
5. Assists the Director in developing community contacts and in acting as liaison and representing the library before various public and private organizations.

Type of Action Requested: (check one)

Resolution

Ordinance

Formal Action/Motion

Other (Specify)

Does This Action Require A Business Impact Statement: Yes (XX) No

Recommended Board Action: Move to determine the position of Deputy Director is critical to City operations and to authorize the position to be filled as soon as practical.

Explanation for Recommended Board Action:

This position has been deemed critical to operations for the following reasons:

1. The library is in the middle of a process to assess its services to the public, to determine what is the most efficient and cost effective delivery of those services

- and to plan for further expansion, these efforts have nearly ground to a halt because of the level of vacancies at the library, this position is critical to the strategic planning initiatives of the library.
2. Grant seeking and management are critical to the success of the library, these efforts take a great deal of time and effort in collaborating with other organizations, it is not possible for the Director to run a busy, vital library and run a capital campaign to broaden the scope and reach of the library at the same time.
 3. This position did the professional cataloging for the library (the processing of unique materials in the collection) this is not being done currently because of this vacancy.
 4. It is critical that an employee within the library have the experience, professional credentials, aptitude and willingness to act as the Director in the event of a short and/or long term absence of the Director.
 5. This position is also needed to fill a minimum of 10 hours per week of professional library services directly to the public. More is often necessary due to vacations, illness and vacancies.

Applicable Statute, Code, Policy, Rule or Regulation: n/a

Fiscal Impact: Monthly Position Costs Budgeted: \$7,185
 Monthly Position Costs Estimated: \$7,185

\$5,120	(@\$32.00 per hour)
\$1,047	PERS
\$ 568	Health Insurance
\$ 375	Workers Comp
<u>\$ 75</u>	Medicare
<u>\$7,185</u>	

Explanation of Impact: Monthly Position Costs include salary and associated benefits.

Funding Source: General Fund

Alternatives:

Supporting Material: Position Requisition

Prepared By:

Reviewed By:

(Department Head)

(City Manager)

(District Attorney)

(Budget Manager)

Date: 12/20/07

Date: 1-8-08

Date: 1-8-08

Date: 1/18/08

Board Action Taken:

Motion: _____

Aye/Nay

1) _____

2) _____

(Vote Recorded By)

CARSON CITY JOB REQUISITION

Date: 10/10/07Number of Openings: 1Position Title: Deputy Director Department: LibraryReporting to (Name & Title): Sara Jones, Library DirectorNew Position Existing Position X Replacement for: Cory KingBudgeted: Yes X* No Funding Source General Fund Budget # 101-6200

*the funding available is not adequate for an exempt position in an appropriate salary range (\$60-\$70k)

(Payroll Distribution)

Full Time X Part Time Seasonal: from to

Please list the 3-5 essential functions performed by this position:

- Act as Library Director in the absence of the Library Director with full authority to make commitments
- Communicate the goals and objectives of the library to staff and motivate staff toward achieving these goals and objectives.
- Assists in the formulation of library policy, objectives, procedures and services, reviews and recommends changes to library methods, technology, systems and procedures.
- Assists the Director in developing community contacts and in acting as liaison and representing the library before various public and private organizations.

Please list the minimum qualifications for this position (license, degree, skills, certificate, years of prior experience):

- Master's degree in library and information science from an accredited college or University
- Demonstrated leadership and management experience typically gained through at least 3 years of senior management/administrative experience in a library
- Experience providing leadership by modeling excellent coaching and communication skills and encouraging those skills in others/Excellent communication skills-oral, written, listening and public speaking

Please list relevant recruitment resources: (i.e., journals, websites)

- Library Journal, American Libraries, Nevada Library Association, California Library Association and Mountain Plains Library Association

Department Director:

Signature

Date

Human Resource Director:

Signature

Date

Finance Director:

Signature

Date

City Manager:

Signature

Date