

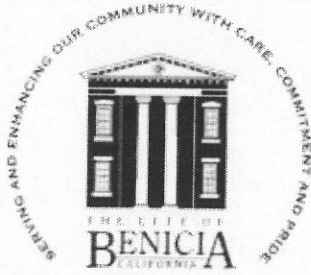
ANALYSIS

I believe that the position description for the Lincoln Library Coordinator closely resembles the tasks of previous DPL Administrative Support Manager position, and I do not believe that the library needs to support an Administrative Management type position.

The position description that I feel the library most needs to mirror is that of the "Administrative Secretary" of the Benicia Public Library as it encompasses all of the core tasks performed by the Administrative Support Manager position, yet it does not have a staff supervisory role unless explicitly permitted by the Library Director.

JOB TITLE RECLASSIFICATION PROPOSAL FOR DIXON PUBLIC LIBRARY

- Position Title: Library Administrative Clerk
- Salary Range: \$17.00-20.00 Hourly (\$35,280-41,600)
- Job Responsibilities: To provide highly responsible support to the Library Director; to perform a variety of administrative and secretarial duties of a routine analytical nature in support of the Dixon Public Library; to provide complex clerical and administrative support duties for specific areas as defined by the Library Director; and to perform a variety of technical tasks relative to assigned area of responsibility.



ADMINISTRATIVE SECRETARY

Class Code:
2002C

Bargaining Unit: Public Employees Local 1

CITY OF BENICIA
Revision Date: Mar 7, 2011

SALARY RANGE

\$22.52 - \$27.37 Hourly
\$3,903.00 - \$4,744.00 Monthly
\$46,836.00 - \$56,928.00 Annually

DEFINITION:

To provide highly responsible secretarial support to a department head; to perform a variety of highly responsible administrative and secretarial duties of a routine analytical nature in support of a department; to provide complex clerical and administrative support duties for specific functional areas; and to perform a variety of technical tasks relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS:

Duties may include, but are not limited to, the following:

Perform a wide variety of complex, responsible, confidential clerical, secretarial and administrative duties for executive staff and other management personnel including providing routine analytical support.

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for office operations; and, recommend and implement office policies and procedures.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; and, prepare various reports on operations and activities.

Research, compile and analyze background data for executive management or City Council; perform administrative projects for management personnel; prepare independent draft reports and documentation; and, maintain records and files regarding department administrative activities.

Provide follow up to assignments given to management and operations staff by executive or management staff; provide status reports to executive staff.

Interpret and explain City and department policies, rules, and regulations in response to inquiries; refer inquiries as appropriate; assist in developing department policies and procedures in order to meet department objectives.

Coordinate the department-wide City Council and Commission agenda process; review staff reports for quality and completeness including spelling and grammatical errors; ensure related attachments and exhibits are included; and, coordinate agenda process with City Manager's office.

Participate and assist in the development and administration of a department budget; prepare budget reports; compile annual budget requests; monitor and control expenditures; and, track and reconcile bills; monitor grants including budget and compliance issues.

Independently respond to letters and general correspondence not requiring the attention of executive

personnel; review mail and evaluate mail to identify those items requiring priority attention.

Receive and screen telephone calls including complaints, and provide assistance to callers and visitors using judgment as to those requiring priority attention; answer questions and provide information to the public; and, investigate complaints and recommend corrective action as necessary to resolve complaints.

Coordinate and make travel arrangements; maintain appointment schedules and calendars; and, schedule, arrange, attend and/or assist with meetings, seminars and conferences.

Provide secretarial/administrative support for assigned task forces, commissions, committees and boards including posting legal notices, preparing agendas, assembling background materials, and typing minutes of meetings as assigned.

May supervise assigned staff; plan, prioritize, assign, and review the work of staff involved in providing clerical support; conduct employee evaluations; may participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; recommend disciplinary action and implement discipline procedures as directed.

Order, track and purchase supplies for administrative operations; perform accounting clerical functions related to ordering supplies, equipment and services.

Maintain time card and payroll records; prepare, update and process personnel action forms, employee data sheets, and position control sheets; maintain departmental records for management personnel including employee evaluations and disciplinary actions.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

REPRESENTATIVE DUTIES / QUALIFICATIONS:

Receives direction from an assigned department head.

May exercise direct supervision over assigned clerical personnel.

Knowledge of:

Principles and practices of routine analytical research and project coordination.

Modern office equipment, methods, procedures, and computer hardware and software with emphasis on word processing and spreadsheets.

English usage, spelling, grammar and punctuation.

Principles of lead supervision and training.

Principles of budget monitoring.

Techniques and principles of effective interpersonal communication.

Principles and methods of business letter and report writing.

Pertinent local, State and Federal laws, codes, ordinances, City functions, policies, rules and regulations.

Ability to:

Organize, plan, schedule and implement administrative and clerical operations and related special projects.

On a continuous basis, know and understand all aspects of the job; organize work papers, intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve office issues for the public and with staff.

On a continuous basis, sit at desk and/or stand for long periods of time; intermittently twist and bend to reach office equipment; use simple grasping and fine manipulation; and write or use a keyboard to communicate through written means; run errands; lift or carry weight of 10 pounds or less.

Understand the organization and operations of the City and of outside agencies as necessary to assume assigned administrative responsibilities.

Assist in the development and monitoring of an assigned program project budget; project, track and reconcile expenses.

Assist in the development of and recommend policies and procedures related to assigned operations; interpret and apply administrative and departmental policies, laws and rules.

Analyze situations carefully and adopt an appropriate, effective course of action within assigned parameters.

Compose professional quality general correspondence and letters; write routine analytical reports; take notes and write summaries of meetings.

Take and transcribe dictation or transcribe from machine recordings at a speed necessary for successful job performance.

Maintain confidentiality of a wide range of sensitive information.

Use principles of effective office safety including use of equipment in a proper and safe manner, use of preventative personal ergonomic techniques, and maintenance of safe housekeeping in personal and common workspaces.

Provide high quality, economical services to the Benicia community, placing emphasis on responsive customer service.

Be an integral team player, which involves flexibility, cooperation and communication.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with a wide variety of people in a respectful and effective manner.

Communicate clearly and concisely, both orally and in writing.

Operate a personal computer with proficiency and familiarity to effectively produce complex, technical reports, charts, spreadsheets and other documents and to maintain databases and records.

Experience and Training:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience: Three years of increasingly responsible experience in administrative and secretarial operations, including one year of office management and/or lead supervisory experience.

Training: Equivalent to the completion of the twelfth grade supplemented by college course work in

business, accounting or a related field. An Associate's degree is desirable.

LICENSE AND/OR SPECIAL REQUIREMENTS / WORKING CONDITIONS:

May need to possess a valid California driver's license and proof of automobile liability insurance as required by the position.

**DIXON PUBLIC LIBRARY DISTRICT
GOVERNING LIBRARY BOARD OF TRUSTEES**

MEMO

Meeting Date: 9/26/2012

Agenda Item: 11a

This is a continuation of an item tabled on the Regular Meeting of 8/22/2012. The Board is considering whether of not to reclassify the current position of Administrative Support Manager to the position of Library Administrative Clerk. This change would reclassify a quasi-management position into a clerical and support position. Also under consideration is a change in the salary structure for the position.

Attached hereto is research regarding salary range and a description of job responsibilities.



SCO Home → GCC → Compensation Details

Government Compensation in California

Calendar Year 2010

Special District of Coalinga/Huron Unified School District Library

Employee Positions: 25

Web Address: n/a

If you have any questions about this Special District's report, please contact the entity directly. A website address may have been provided. The State Controller's Office is presenting this information as it was reported.

[See Column Definitions](#)

Select search column: Department Search

GCC
SCO Home

Department	Classification	Multiple Positions	Annual Salary Minimum	Annual Salary Maximum	Total Wages Subject to Medicare (Box 5 of W-2)	Applicable Defined Benefit Pension Formula	Employees' Share of Pension Contributions	Deferred Compensation	Health, Dental, Vision
Acquisitions/Collections	Acquisitions/Collections	-	-	-	-	-	-	-	-
Board of Directors	Clerk	-	-	-	-	-	-	-	-
Board of Directors	Member	-	-	-	-	-	-	-	-
Board of Directors	Member	-	-	-	-	-	-	-	-
Board of Directors	President	-	-	-	-	-	-	-	-
Board of Directors	Vice President	-	-	-	-	-	-	-	-
Children's Services	Children's Services	-	-	-	-	-	-	-	-
Coalinga Branch	Administrative Assistant	-	\$25,799	\$32,677	\$30,050	2% @ 60	-	-	\$6,742
Coalinga Branch	Associate Librarian	-	\$42,000	\$53,164	\$45,899	2% @ 60	-	-	\$2,247
Coalinga Branch	Branch Specialist	-	\$32,691	\$42,147	\$39,732	2% @ 60	-	-	\$14,008
Coalinga Branch	Circulation Specialist	-	\$28,550	\$36,930	\$38,117	2% @ 60	-	-	\$17,230
Coalinga Branch	Clerk	-	\$20,800	\$26,329	\$6,509	2% @ 60	-	-	\$17,230
Coalinga Branch	Clerk	-	\$11,082	\$11,082	\$11,082	-	-	-	-
Coalinga Branch	Director	-	\$55,818	\$70,655	\$69,749	2% @ 60	-	-	\$8,989
Coalinga Branch	Specialist	-	\$32,691	\$42,147	\$43,775	2% @ 60	-	-	\$8,989

CITY OF LINCOLN
LIBRARY COORDINATOR

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under direction, plans, organizes, coordinates and directs the day-to-day operations and activities of the library, including cataloging, reference, and public circulation services; provides professional and technical assistance to the public; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Library Coordinator** is the professional level position in which incumbents are expected to independently perform the full scope of assigned library support duties and assist in the day-to-day coordination of staff. This class is distinguished from the next higher class of Director of Library Services in that the latter has overall responsibility for administering the Library's operations.

SUPERVISION RECEIVED/EXERCISED:

Receives direction from the Director of Library Services, City Manager or his/her designee. Receives direction from the City Manager relative to implementation of Federal and State laws, codes and regulations. Exercises direct and indirect supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Plans, organizes, coordinates and directs the day-to-day operations and activities of the library, including cataloging, reference, and public circulation services; provides professional and technical assistance to the public.
- Informs and coordinates activities with the Library Board Advisory Committee.
- Performs a wide variety of technical and professional-level library support services related to patron assistance, circulation, automation, acquisitions, cataloging and processing.
- Assists patrons both in person and via telephone, including registering borrowers, charging and discharging materials, maintaining borrower accounts, archiving materials as appropriate and processing requests and inter-library items; checks in and checks out materials; explains and assists users in utilizing library resources.
- Responds to in-person and telephone requests for library materials, services and information; conducts reference interviews, evaluates data sources, searches electronic and print sources; locates and evaluates relevant information.

LIBRARY COORDINATOR

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- Operates a variety of computer systems related to library services and record keeping; posts, files, maintains and enters data records; compiles data and prepares summary reports; orders and receives materials and processes payables; processes incoming materials for use in the library collection; performs mending, cleaning and repair of materials as necessary; designs and updates the Library related Internet pages.
- Completes state reports and keeps current on all state regulations related to library services.
- Provides input regarding the development of Library administrative and facilities policies and procedures; provides recommendations regarding programs, projects and work assignments; may provide lead direction to staff.
- Maintains serial collection by updating records and routing materials; catalogs and archives documents and resources; distributes publications.
- Addresses and responds to service questions, inquiries and complaints; establishes and maintains a customer service orientation within the department; provides reference services to staff and the public.
- Maintains daily accounting records, analyzes billings and coordinates with the bookkeeper; selects, motivates, trains and evaluates assigned personnel.
- Directly aids the Director of Library Services with other related duties as required.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff and the public.

WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing documents and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer, and acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Library Coordinator**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of directly related library experience, and a bachelor's degree in library and information science or similar field.