

License/Certificate:

Possession of, or ability to obtain, a valid class C California driver's license.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles and practices of library routines, procedures and services; principles and practices of records management; principles and practices of library cataloging and classification systems; public desk procedures and methods of providing services and information; library equipment and resources; standard library automated circulation and borrower services; information sources and methods; bibliographic utilities; computer systems and programs; cataloging and bibliographic search procedures, including specialized library software; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Participate in a variety of tasks relating to providing library services; research and utilize reference systems; interpret and apply administrative and departmental policies and procedures; analyze situations appropriately and adopt effective courses of action; implement, explain and apply applicable laws, codes and regulations; plan, organize, train, evaluate and direct work of assigned staff; perform mathematical calculations quickly and accurately; make adjustments to standard operating procedures to improve effectiveness and comply with regulatory changes as appropriate; prepare clear and concise reports and keep accurate records; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications.

Job Title	Monthly						
	Step A	Step B	Step C	Step D	Step E	Step F	Step G
Confidential Secretary (for PD) (GFE)	\$ 3,558.34	\$ 3,736.26	\$ 3,923.07	\$ 4,119.22	\$ 4,325.19	\$ 4,541.44	\$ 4,768.52
Construction Inspector I	\$ 3,929.45	\$ 4,125.92	\$ 4,332.22	\$ 4,548.83	\$ 4,776.27	\$ 5,015.08	\$ 5,265.84
Construction Inspector II	\$ 4,332.22	\$ 4,548.83	\$ 4,776.27	\$ 5,015.09	\$ 5,265.84	\$ 5,529.13	\$ 5,805.59
Construction Manager	\$ 6,720.70	\$ 7,056.74	\$ 7,409.57	\$ 7,780.05	\$ 8,169.05	\$ 8,577.51	\$ 9,006.38
Customer Service Representative	\$ 3,078.83	\$ 3,232.77	\$ 3,394.41	\$ 3,564.13	\$ 3,742.34	\$ 3,929.45	\$ 4,125.93
Customer Service Supervisor	\$ 3,742.34	\$ 3,929.46	\$ 4,125.93	\$ 4,332.23	\$ 4,548.84	\$ 4,776.28	\$ 5,015.09
Director of Development Services	\$ 8,345.07	\$ 8,762.32	\$ 9,200.44	\$ 9,660.46	\$ 10,143.48	\$ 10,650.66	\$ 11,183.19
Director of Finance & Administrative Services	\$ 8,439.27	\$ 8,861.23	\$ 9,304.30	\$ 9,769.51	\$ 10,257.99	\$ 10,770.88	\$ 11,309.43
Director of Library Services	\$ 7,630.17	\$ 8,011.68	\$ 8,412.26	\$ 8,832.88	\$ 9,274.52	\$ 9,738.25	\$ 10,225.16
Director of Public Services	\$ 8,770.42	\$ 9,208.94	\$ 9,669.39	\$ 10,152.86	\$ 10,660.50	\$ 11,193.53	\$ 11,753.20
Economic Development Manager	\$ 6,290.31	\$ 6,604.83	\$ 6,935.07	\$ 7,281.82	\$ 7,645.91	\$ 8,028.21	\$ 8,429.62
Economic Development Specialist	\$ 5,529.14	\$ 5,805.60	\$ 6,095.88	\$ 6,400.67	\$ 6,720.70	\$ 7,056.74	\$ 7,409.58
Engineer Technician I	\$ 3,929.45	\$ 4,125.92	\$ 4,332.22	\$ 4,548.83	\$ 4,776.27	\$ 5,015.08	\$ 5,265.84
Engineer Technician II	\$ 4,332.22	\$ 4,548.83	\$ 4,776.27	\$ 5,015.09	\$ 5,265.84	\$ 5,529.13	\$ 5,805.59
Engineer Technician III	\$ 4,740.61	\$ 4,967.27	\$ 5,203.93	\$ 5,450.59	\$ 5,707.25	\$ 5,973.91	\$ 6,250.57
Environmental Services Manager	\$ 3,479.27	\$ 3,653.23	\$ 3,835.90	\$ 4,027.68	\$ 4,229.07	\$ 4,440.53	\$ 4,662.55
Equipment Mechanic I	\$ 3,835.89	\$ 4,027.68	\$ 4,229.07	\$ 4,440.52	\$ 4,662.55	\$ 4,895.68	\$ 5,140.46
Equipment Mechanic II	\$ 4,233.31	\$ 4,444.98	\$ 4,667.23	\$ 4,900.59	\$ 5,145.62	\$ 5,402.90	\$ 5,673.04
Financial Analyst	\$ 5,145.62	\$ 5,402.90	\$ 5,673.04	\$ 5,956.69	\$ 6,254.53	\$ 6,567.26	\$ 6,895.62
Fire Battalion Chief	\$ 6,189.02	\$ 6,498.47	\$ 6,823.39	\$ 7,164.56	\$ 7,522.79	\$ 7,898.93	\$ 8,293.88
Fire Battalion Chief (GFE)	\$ 9,259.42	\$ 9,722.39	\$ 10,208.51	\$ 10,718.94	\$ 11,254.88	\$ 11,817.63	\$ 12,408.51
Fire Captain	\$ 4,233.31	\$ 4,444.98	\$ 4,667.23	\$ 4,900.59	\$ 5,145.62	\$ 5,402.90	\$ 5,673.04
Fire Captain (GFE)	\$ 5,145.62	\$ 5,402.90	\$ 5,673.04	\$ 5,956.69	\$ 6,254.53	\$ 6,567.26	\$ 6,895.62
Fire Chief	\$ 6,189.02	\$ 6,498.47	\$ 6,823.39	\$ 7,164.56	\$ 7,522.79	\$ 7,898.93	\$ 8,293.88
Firefighter	\$ 4,233.31	\$ 4,444.98	\$ 4,667.23	\$ 4,900.59	\$ 5,145.62	\$ 5,402.90	\$ 5,673.04
Firefighter (GFE)	\$ 5,145.62	\$ 5,402.90	\$ 5,673.04	\$ 5,956.69	\$ 6,254.53	\$ 6,567.26	\$ 6,895.62
Grant Coordinator	\$ 4,094.66	\$ 4,299.39	\$ 4,514.36	\$ 4,740.08	\$ 4,977.08	\$ 5,225.94	\$ 5,487.24
Housing & Special Projects Coordinator	\$ 3,394.41	\$ 3,564.13	\$ 3,742.34	\$ 3,929.45	\$ 4,125.93	\$ 4,332.22	\$ 4,548.83
Housing & Special Projects Coordinator (GFE)	\$ 3,564.13	\$ 3,742.34	\$ 3,929.45	\$ 4,125.93	\$ 4,332.22	\$ 4,548.83	\$ 4,776.28
Human Resources Analyst I	\$ 4,177.10	\$ 4,385.96	\$ 4,605.25	\$ 4,835.52	\$ 5,077.29	\$ 5,331.16	\$ 5,597.71
Human Resources Analyst II	\$ 4,602.25	\$ 4,832.36	\$ 5,073.98	\$ 5,327.68	\$ 5,594.06	\$ 5,873.77	\$ 6,167.46
Human Resources Analyst II (GFE)	\$ 5,073.98	\$ 5,327.68	\$ 5,594.06	\$ 5,873.77	\$ 6,167.46	\$ 6,475.83	\$ 6,799.62
Human Resources Manager	\$ 6,701.90	\$ 7,037.00	\$ 7,388.84	\$ 7,758.29	\$ 8,146.20	\$ 8,553.51	\$ 8,981.19
Human Resources Technician I	\$ 3,078.83	\$ 3,232.77	\$ 3,394.41	\$ 3,564.13	\$ 3,742.34	\$ 3,929.45	\$ 4,125.93
Human Resources Technician II	\$ 3,394.41	\$ 3,564.13	\$ 3,742.34	\$ 3,929.45	\$ 4,125.93	\$ 4,332.22	\$ 4,548.83
Information Systems Manager	\$ 6,720.70	\$ 7,056.74	\$ 7,409.57	\$ 7,780.05	\$ 8,169.05	\$ 8,577.51	\$ 9,006.38
Information Systems Technician I	\$ 3,395.69	\$ 3,565.47	\$ 3,743.75	\$ 3,930.94	\$ 4,127.48	\$ 4,333.86	\$ 4,550.55
Information Systems Technician II	\$ 3,735.28	\$ 3,922.04	\$ 4,118.15	\$ 4,324.05	\$ 4,540.26	\$ 4,767.27	\$ 5,005.63
Librarian I	\$ 3,394.41	\$ 3,564.13	\$ 3,742.34	\$ 3,929.45	\$ 4,125.93	\$ 4,332.22	\$ 4,548.83
Librarian II	\$ 3,742.34	\$ 3,929.46	\$ 4,125.93	\$ 4,332.23	\$ 4,548.84	\$ 4,776.28	\$ 5,015.09
Library Assistant	\$ 2,854.18	\$ 2,996.89	\$ 3,146.73	\$ 3,304.07	\$ 3,469.27	\$ 3,642.74	\$ 3,824.87
Library Clerk	\$ 2,412.34	\$ 2,532.96	\$ 2,659.60	\$ 2,792.59	\$ 2,932.21	\$ 3,078.83	\$ 3,232.77
Library Coordinator	\$ 3,496.48	\$ 3,671.30	\$ 3,854.87	\$ 4,047.61	\$ 4,249.99	\$ 4,462.49	\$ 4,685.62

**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 or 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.

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

Subject: NEW BUSINESS

Meeting Date: 9/26/2012

Agenda Item: 12

Item Submitted For:

CONSENT

PUBLIC HEARING

ACTION, INFORMATION, DISCUSSION

ACTION

RESOLUTION

RECEIVE

DISCUSSION

SUBMITTED BY: Scott Holbrook

PRESENTED BY: Irina Okhremtchouk

DISCUSSION:

DIXON PUBLIC LIBRARY DISTRICT
LIBRARY DIRECTOR
CONTRACT OF EMPLOYMENT

This AGREEMENT is made and entered into on September 17, 2012, by and between the Board of Trustees (hereinafter "BOARD") of the Dixon Public Library District (hereinafter "DISTRICT" or "LIBRARY"), a political subdivision of the State of California and Vanessa Christman (hereinafter "LIBRARY DIRECTOR"), collectively, the "Parties."

I. TERM OF AGREEMENT

The BOARD, in consideration of the promises by LIBRARY DIRECTOR herein contained, agrees to employ, and LIBRARY DIRECTOR hereby accepts employment as LIBRARY DIRECTOR of the LIBRARY, for the term of two (2) years beginning September 17, 2012 and ending on September 16, 2014. The term of this AGREEMENT shall not be automatically extended, but may be extended for one (1) additional year by the Board subject to LIBRARY DIRECTOR's receipt of positive work performance evaluations throughout the term of this Agreement. Any such extension shall be effective only upon action by the BOARD in open session at a regular public meeting [Gov. Code § 54945(b)].

LIBRARY DIRECTOR agrees that to the best of her ability and experience she will at all times loyally and conscientiously perform all of the services, duties and obligations required of her either expressly or implicitly by the terms of this AGREEMENT, the laws of the State of California, and rules, regulations, and LIBRARY policies.

II. DUTIES

A. LIBRARY DIRECTOR shall serve as the Chief Executive Officer and Secretary to the BOARD pursuant to California Education Code section 18402, respectively. LIBRARY DIRECTOR shall attend all regular and special meetings of the BOARD, except as otherwise authorized or directed by the BOARD.

B. LIBRARY DIRECTOR shall perform the duties of LIBRARY DIRECTOR as prescribed by the laws and regulations of the State of California and by the rules and regulations adopted by the BOARD. Any actions which require ratification by the BOARD shall first be presented to the BOARD President and then presented to the entire BOARD at the next scheduled BOARD meeting.

C. In addition, LIBRARY DIRECTOR shall, under the direction and supervision of the BOARD:

1. Have the responsibility for the execution of BOARD policies (whereas the BOARD shall retain the responsibility for formulating and adopting said policies).

2. Representing the interests of the BOARD and the LIBRARY in day-to-day contact and interactions with citizens, community and governmental agencies and

maintaining a program of public information designed to improve public understanding and support of LIBRARY objectives and operations.

3. Maintain responsibility to the BOARD for any powers and duties delegated to other LIBRARY staff.

4. Keep the BOARD informed of significant administrative decisions, litigation, personnel issues, LIBRARY related issues and incidents, and other significant events affecting the LIBRARY or its facilities.

5. Provide leadership and direction in working with LIBRARY employees.

6. Prepare notices of BOARD meetings, agendas in accordance with Brown Act requirements and advise the BOARD President and BOARD regarding lawful closed session meetings and reporting out closed session actions. Maintain all BOARD records and documents.

7. Report significant matters raised by BOARD members to the BOARD President for determination of whether they should be shared with the entire BOARD.

8. Manage and administer the LIBRARY's facilities.

9. Perform the following functions:

- a. Manage, direct, and assign LIBRARY employees;
- b. Manage LIBRARY budget and finances;
- c. Manage business affairs, operations, and facilities for the LIBRARY;
- d. Administer and enforce policies established by the Board;
- e. Promulgate rules and procedures as necessary for the administration of the LIBRARY;
- f. Enter into contracts for and on behalf of the LIBRARY for the purchase of books, journals, publications, and/or other personal property subject to prior-BOARD approval pursuant to Education Code Section 18403;
- g. Submit financial and budgetary reports to the BOARD as required by Board policies consistent with Education Code Section 18451;
- h. File an annual report with the State Librarian pursuant to Education Code Section 18408;
- i. In general perform, all duties incident to the Office of the LIBRARY DIRECTOR and such other duties as may be prescribed by the BOARD from time to time;

- j. Advise the BOARD regarding financing/implementation of present or contemplated LIBRARY programs/services;
- k. Establish and maintain an appropriate community relations program;
- l. Serve as liaison/representative of the BOARD with respect to employer-employee matters, and make recommendations to the BOARD concerning those matters;
- m. Attend regular, special and closed session meetings and workshops of the BOARD; and
- n. Serve as an ex officio member on LIBRARY committees and subcommittees as requested by the BOARD.

D. BOARD/LIBRARY DIRECTOR Communications.

1. The BOARD, individually and collectively, and the LIBRARY DIRECTOR, agree that they shall work together in a spirit of cooperation and teamwork, and shall provide each other with periodic opportunity to discuss LIBRARY business, issues and new developments.

2. The BOARD's primary communications with the LIBRARY DIRECTOR shall be through its President, but the LIBRARY DIRECTOR shall maintain communication and working relationship with each BOARD member.

3. The BOARD, in their individual and/or collective discretion, may refer to LIBRARY DIRECTOR orally or in writing, any and all criticism, complaints, suggestions, communications or comments from the public regarding the LIBRARY for the LIBRARY DIRECTOR to act upon and/or resolve. LIBRARY DIRECTOR will thereafter report back to the BOARD, individually and/or collectively any and all action taken and/or resolution and/or recommendations for action and/or resolution.

III. COMPENSATION AND BENEFITS

A. Salary. The LIBRARY DIRECTOR shall be paid a monthly salary of Five Thousand Four Hundred Sixteen Dollars and Sixty-Six Cents (\$5,416.66), less all statutory and other deductions, based on an annual salary rate of Sixty-Five Thousand Dollars (\$65,000.00). The salary shall be payable in equal monthly installments on the last working day of each month and shall be pro-rated for any partial month of employment. The LIBRARY DIRECTOR acknowledges and agrees she shall not be entitled to overtime or compensatory time.

B. Benefits and Expense Reimbursement.

1. Health And Welfare; Other Benefits. The LIBRARY DIRECTOR shall be entitled to receive the same level of health and welfare benefits available to the Library's other employees at the time of this Agreement, during the term of this Agreement.

Section to be revised 9/24/12 VC

2. Retirement. ~~Fifty percent (50%) of the LIBRARY DIRECTOR's employee share of CalPERS contribution shall be paid by the DISTRICT.~~

3. Expense Reimbursement. The LIBRARY DIRECTOR shall be reimbursed for reasonable business expenses, including travel, parking, business meetings, and professional dues, made and substantiated in accordance with the policies and procedures established from time to time by the BOARD. All such expenses shall be subject to BOARD approval.

IV. WORK YEAR, HOLIDAYS, VACATION AND SICK LEAVE

A. The LIBRARY DIRECTOR shall render full and regular days of service during a work year of no less than two hundred sixty (260) days and such service shall not be less than five (5) days at forty (40) hours per week during the term of this AGREEMENT. The LIBRARY DIRECTOR will notify the BOARD in writing whenever she intends not to be on duty in excess of two (2) consecutive days.

B. The LIBRARY DIRECTOR shall be entitled to all paid holidays and sick leave provided to other employees of the LIBRARY. The DISTRICT shall not be obligated to compensate LIBRARY DIRECTOR for accrued, unused sick leave upon termination of this AGREEMENT.

C. The LIBRARY DIRECTOR shall accrue three (3) weeks of paid vacation annually. The total accumulated vacation time may not exceed thirty (30) days or two hundred forty (240) hours. Upon accumulation of thirty (30) days of unused vacation, the LIBRARY DIRECTOR shall not earn vacation until the number of days accumulated is less than thirty (30). The LIBRARY DIRECTOR shall also accrue forty-eight (48) hours of paid administrative leave annually. Paid administrative leave may not be accumulated and the DISTRICT shall not be obligated to compensate LIBRARY DIRECTOR for accrued, unused paid administrative leave upon termination of this AGREEMENT.

V. TERMINATION

Section to be revised 9/21/12 per Irina O.

A. Expiration.

The Parties hereby stipulate and agree this Paragraph constitutes written notice that this AGREEMENT shall terminate upon expiration of the term set forth herein above, absent extension of the AGREEMENT.

B. Mutual Consent.

This AGREEMENT may be terminated at any time by mutual written consent of the BOARD and the LIBRARY DIRECTOR.

C. At-Will.

The LIBRARY DIRECTOR understands and agrees that her employment pursuant to this AGREEMENT is at all times "at-will" and the BOARD may terminate this AGREEMENT at

any time as set forth in Paragraphs D and E, below. Nothing in this AGREEMENT shall prevent, limit or otherwise interfere with the right of the LIBRARY DIRECTOR to resign and terminate this AGREEMENT at any time.

D. Year One.

The LIBRARY DIRECTOR shall be evaluated on a biannual basis and may be terminated by the Board with or without cause, with thirty (30) days written notice, during her first year of employment. In such event, the LIBRARY DIRECTOR shall also receive a severance payment equal to ninety (90) days of salary, not to exceed Sixteen Thousand Two Hundred Forty Nine Dollars and Ninety-Eight Cents (\$16,249.98).

E. Year Two.

The LIBRARY DIRECTOR shall be evaluated on an annual basis during her second year of employment and may be terminated by the Board at any time for cause. The LIBRARY DIRECTOR shall be given the right to written notice of the charges against her and the right to a closed session meeting with the full BOARD at which she shall have an opportunity to respond to the charges. The BOARD meeting shall not be an evidentiary hearing, but the BOARD shall consider all information provided by the LIBRARY DIRECTOR. The BOARD shall provide a written decision following the meeting.

F. Incapacity.

Should the LIBRARY DIRECTOR be unable to serve in her position due to physical and/or mental condition, upon expiration of her accrued sick leave and other accrued leaves, followed by a period of an additional sixty calendar (60) days, this AGREEMENT may be terminated by the BOARD. The determination of the LIBRARY DIRECTOR's physical and/or mental condition shall be based upon a written report by a licensed physician designated by the BOARD. The BOARD, at its discretion, may appoint an Acting LIBRARY DIRECTOR during any period of incapacity.

G. Seeking Other Employment And Resignation.

In the event LIBRARY DIRECTOR seeks other employment and is interviewed by another employer, LIBRARY DIRECTOR shall notify the BOARD immediately. In such event, LIBRARY DIRECTOR may resign at any time upon giving ninety (90) days' written notice. This AGREEMENT shall terminate on the date the resignation is deemed effective by the BOARD

H. Maximum Cash Settlement.

In the event there is a dispute regarding the termination of this AGREEMENT prior to the end of its term, the maximum cash settlement that the LIBRARY DIRECTOR may receive, at the discretion of the BOARD, shall not exceed an amount equal to the monthly salary of the LIBRARY DIRECTOR multiplied by the number of months left on the unexpired term of the AGREEMENT, pursuant to Government Code Section 53260.