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DEPARTMENT OF
PERSONNEL

CITY OF SACRAMENTO
CALIFORNIA

801 NINTH STREET
ROOM 210
SACRAMENTO, CA
95814-2693

PERSONNEL MANAGEMENT
SERVICES DIVISION

May 30, 1989

916-449-5726

City Council
Sacramento, California

APPROVED
BY THE CITY COUNCIL

DONNA L. GILES
DIRECTOR OF
PERSONNEL

Honorable Members in Session

MAY 30 1989

OFFICE OF THE
CITY CLERK

SUBJECT: NEW CLASSIFICATION - LIBRARY COMMUNITY RELATIONS COORDINATOR
(EXEMPT)

SUMMARY

This report recommends establishing a new classification of Library Community Relations Coordinator (Exempt), which will plan, develop, and coordinate community relations and promotional activities for the Sacramento Public Library.

BACKGROUND AND ANALYSIS

The Library has a need for a classification to coordinate its community relations and promotional activities. The Library has used an incumbent of the professional Librarian series in this capacity, and will continue to use the incumbent, but the series is not really appropriate for the work. Librarians work in a variety of areas such as readers advisory and information services, children's and young adult services, cataloging, literacy, etc. Incumbents are required to have an advanced degree in librarianship. Community relations and promotional activities, on the other hand, are distinct from librarianship both in the type of work performed and the education and experience needed to do the work. To meet this need, we propose to establish a classification of Library Community Relations Coordinator (Exempt).

The new class will perform a variety of duties. In addition to community relations and promotional functions, the incumbent will handle marketing, serve as a spokesperson for the Library, direct graphic design activities and printing operations, direct fund-raising work and assist Library support groups, and coordinate cultural and educational public programming.

Exempt management status is appropriate in view of the reporting relationship of the position and its function in the Library. The incumbent will report to

the Library Director, and will be part of the management council of the Library.

A salary of \$2463.41 - 2994.33 is proposed for the new classification. This is approximately mid-way between the Librarian III and IV levels, which is appropriate given the level of responsibility of the position.

The classification will be required to file a Conflict of Interest statement. The attached Resolution provides the disclosure categories.

FINANCIAL IMPACT

There will be no impact, as the increase will be covered by the current budget through employee services savings.

POLICY CONSIDERATIONS

None.

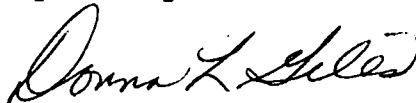
MBE/WBE EFFORTS

No impact.

RECOMMENDATION

I recommend that the City Council adopt the attached Resolutions which effect the changes described in this report.

Respectfully Submitted



Donna L. Giles
Director of Personnel

Recommendation Approved:

for: Solon Wiseman, Jr.
Walter J. Slipe
City Manager

Contact Person to
Answer Questions:

May 30, 1989
All Districts

John Worcester, Personnel Services
Manager 449-5726

RESOLUTION NO. 89-411

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF May 30, 1989

AMENDING RESOLUTION 89-049 RELATING TO SALARY SCHEDULES, EMPLOYER-EMPLOYEE RELATIONS POLICY, AND DESIGNATION OF EXEMPT JOB CLASSIFICATIONS

APPROVED
BY THE CITY COUNCIL
MAY 30 1989
OFFICE OF THE
CITY CLERK

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SACRAMENTO THAT RESOLUTION 89-049 IS AMENDED AS FOLLOWS, EFFECTIVE JUNE 3, 1989:

Section 1.

Exhibit A, Salary Schedules #01, Management, is amended by:

- a. The addition of the classification of Library Community Relations Coordinator, with a salary of \$2463.41 - 2994.33.

Section 2.

Exhibit B, Employer-Employee Relations Policy, is amended by:

- a. The addition of the classification of Library Community Relations Coordinator.

Section 3.

Exhibit C, Designation of Exempt Job Classifications, is amended as follows:

The classification of Library Community Relations Coordinator is added.

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____

RESOLUTION NO. 89-412

ADOPTED BY THE SACRAMENTO CITY COUNCIL

ON DATE OF MAY 30, 1989

APPROVED
BY THE CITY COUNCIL
MAY 30 1989
OFFICE OF THE
CITY CLERK

RESOLUTION AMENDING RESOLUTION 89-14⁰ RELATING TO THE
CONFLICT OF INTEREST CODE FOR THE LIBRARY DEPARTMENT

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SACRAMENTO:

That Resolution 89-142, Exhibit A, relating to Conflict of Interest is hereby amended to:

1. Add the following designated classification and disclosure categories in the Library Department:

<u>Designated Classification</u>	<u>Disclosure Categories</u>
Library Community Relations Coordinator	2, 3, 4, 5

MAYOR

ATTEST:

CITY CLERK

FOR CITY CLERK USE ONLY

RESOLUTION NO.: _____

DATE ADOPTED: _____