



CITY OF PACIFIC GROVE
300 Forest Avenue, Pacific Grove, California 93950
AGENDA REPORT

TO: Honorable Mayor and Members of City Council
FROM: Steven Silveria, Library and Information Services Director
MEETING DATE: January 6, 2016
SUBJECT: Revised job description for the Library Technician classification
CEQA: Does not Constitute a "Project" per California Environmental Quality Act (CEQA) Guidelines

RECOMMENDATION

Approve a resolution to adopt a revised job description for the Library Technician classification.

DISCUSSION

The Library Technician classification was established by Resolution 14-023 at the November 19, 2014 City Council Meeting. Due to changes in technology and the needs of the Library, there have been substantial changes to the duties of that position. The revised Job Description reflects those changes. No change in compensation is being proposed.

OPTIONS

1. Do nothing.
2. Provide alternative direction to staff.

FISCAL IMPACT

None. The Library Technician position was budgeted in the FY 2015-16 budget.

ATTACHMENTS

1. Resolution—Revised Job Description
2. Revised Library Technician Job Description
3. Prior Job Description

RESPECTFULLY SUBMITTED:

A handwritten signature in black ink, appearing to read "Steven Silveria".

Steven Silveria
Library and Information Services Director

REVIEWED BY:

A handwritten signature in blue ink, appearing to read "Thomas Frutchey".

Thomas Frutchey
City Manager

RESOLUTION NO. 16-XXX
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE
ADOPTING A REVISED JOB DESCRIPTION FOR THE LIBRARY TECHNICIAN
CLASSIFICATION

FINDINGS

1. The City of Pacific Grove seeks to update the Job Description for the position of Library Technician so that it adequately describes the current and projected scope of duties and requirements for the position.
2. Job Descriptions and substantive changes are adopted by the Council.
3. Such an action is exempt from the California Environmentally Quality Act (CEQA).

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF PACIFIC GROVE:

1. The Council determines that each of the Findings set forth above is true and correct, and by this reference incorporates those Findings as an integral part of this Resolution.
2. The Council authorizes the City Manager to amend the Library Technician classification.
3. This Resolution shall become effective immediately following passage and adoption thereof.

PASSED AND ADOPTED BY THE COUNCIL OF THE CITY OF PACIFIC GROVE
this 6th day of January, 2016, by the following vote:

AYES:
NOES:
ABSENT:

APPROVED:

BILL KAMPE, Mayor

ATTEST:

SANDRA KANDELL, Deputy City Clerk

APPROVED AS TO FORM:

DAVID C. LAREDO, City Attorney



City of Pacific Grove

Revised Date: 1/6/16

LIBRARY TECHNICIAN

SUMMARY: Under general supervision, provides experienced clerical and technical support at the City Library using library computer systems and procedures, updates and maintains Library databases and provides outstanding internal and external customer service.

ESSENTIAL FUNCTIONS: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties that are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the City. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs technical, bookkeeping, and administrative duties using specialized library computer systems and procedures.
- Performs copy cataloging, including searching, editing, and downloading bibliographic records from online sources; classifies all material types using local cataloging rules.
- Updates the bibliographic database for the Library collection; enters data, identifies and resolves problems with catalog records.
- Maintains vendor files and purchase records, and resolves purchasing issues within scope of authority.
- Provides physical processing of new library materials, including stamping, applying covers, typing labels; responsible for mending and cleaning of all materials as needed.
- Deletes computer database records for withdrawn items, discards materials, and prepares them for recycling.
- Performs a full range of duties associated with the circulation of library materials including checking in and checking out library materials, collecting fines, placing holds, and assisting patrons with the use of library resources and facilities.
- Assists patrons in the use of research tools and answers questions from other Library personnel regarding support services procedures and guidelines.
- Serves as backup to Support Services Manager and other Library staff as needed.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High school diploma or GED equivalent and two years of public library experience/customer service or an equivalent combination of education, training, and experience.

Knowledge of:

- o Library classification and cataloging methods and protocols.
- o Techniques and protocols for researching online information.
- o Record keeping and file maintenance principles and procedures.
- o Office technologies and computer applications.

Skill in:

- o Maintaining accurate records.
- o Performing advanced library work with speed and accuracy.
- o Filing and finding library materials in various locations.
- o Dealing tactfully and courteously with the public.

Ability to:

- o Stay focused in a shared, busy workroom.
- o Pay close attention to details.
- o Establish and maintain positive working relationships with Library and City staff.
- o Communicate effectively with staff and patrons both verbally and in writing.
- o Provide assistance to library patrons.
- o Learn city policies and procedures.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a public library and standard office environment. Duties may include pushing book carts, lifting boxes, and other physical demands. Schedule will be determined by Support Services Manager and may include evening and Saturday hours.



City of Pacific Grove
Established Date: 12/18/2013

LIBRARY TECHNICIAN

SUMMARY: Under general supervision, provides experienced technical support at the City Library, including maintaining and supporting the Integrated Library System (ILS) and updating the specialized database for the library collection.

ESSENTIAL FUNCTIONS: -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs experienced technical, bookkeeping, and administrative duties, using knowledge of library policies and procedures, and experience with library technology systems.
- Maintains and supports the Integrated Library System (ILS) and updates the bibliographic database for the library collection; enters data to library database, and imports and exports records to and from the ILS system; identifies and resolves problems with cataloged records.
- Copy Catalogs and classifies books, media, and materials for the City Library using standard software protocols, including Library of Congress and Machine Readable Cataloging (MARC) rules, and Dewey Decimal Cataloging classification for inclusion in the Online Public Access Catalog.
- Recommends purchasing decisions and procedures, maintains vendor files and purchase records, and resolves purchasing issues within scope of authority; tracks purchases and verifies packing slips and invoices for payment.
- Oversees circulation functions, compiles library usage and material circulation data, and generates reports; oversees repairs to library materials.
- Supervises assigned staff and volunteers and evaluates performance; trains and schedules staff, and assigns tasks.
- Responds to and resolves complex and sensitive customer service issues; resolves computer record errors and customer requests within scope of authority.
- Assists and teaches staff and patrons in the use of research tools; teaches basic computer use and Internet search skills; answer questions from other library personnel regarding procedures and guidelines.
- Performs duties of Library Assistant as needed to meet workload demands.
- Assists with preparation and presentation of library programs and special events; recommends additions to library collection; assists with newsletters and other marketing projects.
- Assists with library security; checks to assure patrons comply with policies and procedures.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

MINIMUM QUALIFICATIONS:

Education, Training and Experience Guidelines:

High School Diploma or GED equivalent; AND four years of Public Library and computer experience, preferably in the City of Pacific Grove; OR an equivalent combination of education, training, and experience.

Knowledge of:

- City policies and procedures.
- Policies, rules and regulations governing the conduct and safety of library programs and facilities.
- Library classification, acquisition, and cataloging methods and protocols.
- Techniques and protocols for researching online information.
- Current best practices for the physical processing and mending all item types.
- Business computers, and specialized software applications for management of library systems.
- Record keeping and file maintenance principles and procedures.

Skill in:

- Maintaining the library cataloging and classification system.
- Editing bibliographic, serial, and item records in the ILS.
- Performing skilled searches on specialized library databases.
- Supervising staff, delegating tasks and authority, and evaluating staff performance.
- Using initiative and independent judgment within established procedural guidelines.
- Explaining library standards and City policies and procedures.
- Dealing tactfully and courteously with the public.
- Accurately filing and finding library materials in a variety of designated locations.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

LICENSE AND CERTIFICATION REQUIREMENTS:

A valid California State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

Work is performed in a Public Library and a standard office environment.