

DATE SUBMITTED 4/27/2023
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 5/3/2023

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS AB

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: Range Reclassification for Library Technician
 1. Approval of Range Reclassification for Library Technician from Range 57 to Range 63 on Teamsters Local Union #542 Salary Schedule

DEPARTMENT INVOLVED: City Manager's Office/Imperial Public Library/Human Resources Department

BACKGROUND/SUMMARY:

The Library Technician performs a variety of technical library duties in the acquisition, circulation, maintenance, and distribution of books and library materials. They also serve as the immediate supervisor of part-time and full-time Library Assistants. As part of our ongoing organizational audit, it was brought to our attention that the Library Technician is currently classified at a Range 57 on the Teamster's Salary Schedule. This is three ranges below those employees the position supervises. Human Resources Staff conducted a salary survey of similar positions throughout the region, and it is recommended that the position be reclassified to a range of 63 (\$19.31/hr-27.17/hr.) on the Teamsters Salary Schedule. HR Local Market Review Summary: IVC is currently recruiting for a Library Technician I (Substitute) is \$18.80/hr., the Senior Library Technician (Substitute) is \$22.44/hr., and Library Technician III - Circulation (Substitute) is \$21.79/hr.

On December 7, 2022, the Imperial City Council established full-time classifications within the Imperial Public Library for the positions of Library Assistant (Range 60-Teamsters) and Literacy Coordinator (Range 75-MSPC) in an effort to streamline operations and provide better service to the residents of Imperial. It is the staff's recommendation to reclassify the Range from 57 to 63 and retro-pay the current occupant of the position to the first pay period in which the FTE became effective.

The staff has reviewed the remaining existing classifications within the Library. No other adjustments need be made at this time.

FISCAL IMPACT: Salary Increase - \$3,785/Retro- \$1,247.16
 Total Fiscal Impact to GF: \$5,032.76
No Negative Impact to Municipal Budget

ADMIN SERV INITIALS DP

STAFF RECOMMENDATION: It is staff's recommendation to reclass the position of Library Technician to a Range of 63.

DEPT. INITIALS AB

MANAGER'S RECOMMENDATION: approve

CITY MANAGER'S INITIALS OTM

MOTION:

SECONDED: APPROVED () REJECTED ()

AYES:
NAYES:
ABSENT:

DISAPPROVED ()

DEFERRED ()

REFERRED TO:



LIBRARY TECHNICIAN

Class Code:
2440

CITY OF IMPERIAL (CA)
Revision Date: Nov 25, 2019

SALARY RANGE

\$16.65 - \$23.43 Hourly
\$1,332.00 - \$1,874.40 Biweekly
\$2,886.00 - \$4,061.20 Monthly
\$34,632.00 - \$48,734.40 Annually

CLASSIFICATION DESCRIPTION:

DEFINITION:

Under the direction of the assigned Administrator or Director, perform a variety of technical library duties in the acquisition, circulation, maintenance and distribution of books and library materials; process and classify books and library materials according to library standard systems; create barcodes and spine labels; maintain library database and add new materials to assigned database; assist patrons in the selection, location and use of library materials and equipment.

DUTIES:

- Perform a variety of technical library activities involved in the circulation, maintenance and distribution of library materials in an assigned library; process books; check in and out books and other library materials such as periodicals using an assigned computerized system.
- Process and classify books and library materials according to library standard systems; create barcodes and spine labels with call numbers; verify necessary information and assign proper codes; edit information according to proper formats for required labels or files.
- Assist in performing library activities involved in the circulation, maintenance and distribution of library materials in an assigned library; check in and out books and other library materials such as periodicals using an assigned computerized system.
- Circulate and scan library books and materials; maintain and shelve returned books and materials; inspect materials for damage; discard damaged books, magazines and library materials; perform minor repairs to damaged books and library materials; stamp and tag books; laminate and cover library books and materials; catalog, collect and process library donations; lift, move, carry, pack and unpack library equipment and materials.
- Assist patrons in library book/materials selection, location and use of library books and materials; assist patrons with library equipment and accessing public catalogs; respond to and confer with patrons concerning library needs and concerns.

- Provide information concerning library reference materials and their use; enforce library policies; assist patrons in the use of library equipment such as computers; provide training to assigned personnel in appropriate cataloging procedures.
- Receive requests and place holds for reserve materials from patrons; prepare reserve materials; research information and provide reference services as assigned; refer patrons to other libraries and outside resources as appropriate; order and return books from local libraries.
- Calculate, record and collect fines, billings and late fees as required; count, balance and reconcile monies; monitor cash box; contact patrons concerning overdue materials.
- Initiate, plan and conduct various library programs for patrons as assigned; provide recommendations concerning the selection of library materials.
- Perform a variety of clerical duties related to assigned activities such as compiling information, data entry, duplicating forms, letters, lists and labels; create displays; process a variety of forms and application.
- Prepare and maintain a variety of records, logs, reports and files related to library material information, collections, usage, loans, patrons and circulation; verify accuracy of various reports, lists and files; prepare reports of overdue materials and fines to be sent to patrons.
- Answer telephones; send and receive emails; greet and assist visitors; answer questions and provide information concerning library materials, policies and programs; refer calls to appropriate person or department as necessary.
- Communicate with patrons, personnel and outside agencies to exchange information, coordinate library activities and resolve issues or concerns.
- Operate standard office equipment including a computer, library equipment and assigned integrated library software.
- Input a variety of data into an assigned computer system including updating customer records; initiate queries and manipulate data; maintain library database and add new materials to assigned database; ensure accuracy and completeness of input and output data.
- Assist with special events and new library programs; conduct library tours and orientations.
- Maintain a clean, quiet and orderly library environment; replenish supplies.
- Perform related duties as assigned.

QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED and two (2) years library experience.

Licenses and other Requirements:

- Valid Library Certificate.

ADDITIONAL INFORMATION:

Knowledge of:

- Library practices, procedures, reference materials, resources and terminology.

- Data entry and retrieval techniques.
- Library cataloging and classification.
- Filing, indexing and inventory procedures.
- Methods and equipment used in processing library materials.
- Modern office practices, procedures and equipment.
- Telephone and customer service techniques and etiquette.
- Record-keeping and filing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable research methods.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Perform a variety of technical library duties in the selection, acquisition, circulation, maintenance and distribution of books and instructional materials.
- Assist patrons in the selection, location and use of library materials and equipment.
- Check books and materials in and out of the library.
- Maintain library in a neat and orderly condition.
- Maintain records, logs and files.
- Answer telephones and greet the public courteously.
- Operate standard office equipment including a computer and assigned integrated library software.
- Perform clerical duties such as filing and duplicating materials.
- Input data accurately at an acceptable rate of speed.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Process and shelve library materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Perform arithmetic calculations.

OTHER REQUIREMENTS:

WORKING CONDITIONS:

Work Environment:

- Indoor/Library environment.
- Fast-paced environment with changing priorities.
- Variable hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position.
- Bending at the waist, kneeling or crouching to shelve and retrieve library materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**CITY OF IMPERIAL
TEAMSTERS SALARY SCHEDULE
FISCAL YEAR 2022 - 2023**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>
55	15.85	16.64	17.47	18.35	19.27	20.23	21.24	22.30
56	16.25	17.06	17.91	18.81	19.75	20.73	21.77	22.86
57	16.65	17.49	18.36	19.28	20.24	21.25	22.32	23.43
58	17.07	17.92	18.82	19.76	20.75	21.78	22.87	24.02
59	17.50	18.37	19.29	20.25	21.27	22.33	23.45	24.62
60	17.93	18.83	19.77	20.76	21.80	22.89	24.03	25.23
61	18.38	19.30	20.27	21.28	22.34	23.46	24.63	25.86
62	18.84	19.78	20.77	21.81	22.90	24.05	25.25	26.51
63	19.31	20.28	21.29	22.36	23.47	24.65	25.88	27.17
64	19.79	20.78	21.82	22.91	24.06	25.26	26.53	27.85
65	20.29	21.30	22.37	23.49	24.66	25.89	27.19	28.55
66	20.80	21.84	22.93	24.07	25.28	26.54	27.87	29.26
67	21.32	22.38	23.50	24.68	25.91	27.21	28.57	29.99
68	21.85	22.94	24.09	25.29	26.56	27.89	29.28	30.74
69	22.40	23.52	24.69	25.93	27.22	28.58	30.01	31.51
70	22.96	24.10	25.31	26.57	27.90	29.30	30.76	32.30
71	23.53	24.71	25.94	27.24	28.60	30.03	31.53	33.11
72	24.12	25.32	26.59	27.92	29.32	30.78	32.32	33.94
73	24.72	25.96	27.25	28.62	30.05	31.55	33.13	34.78
74	25.34	26.61	27.94	29.33	30.80	32.34	33.96	35.65
75	25.97	27.27	28.63	30.07	31.57	33.15	34.81	36.55
76	26.62	27.95	29.35	30.82	32.36	33.98	35.68	37.46
77	27.29	28.65	30.08	31.59	33.17	34.83	36.57	38.40
78	27.97	29.37	30.84	32.38	34.00	35.70	37.48	39.36
79	28.67	30.10	31.61	33.19	34.85	36.59	38.42	40.34
80	29.39	30.85	32.40	34.02	35.72	37.50	39.38	41.35

<u>POSITION</u>	<u>RANGE</u>
Accounting Assistant I	57
Accounting Assistant II	61
Accounting Assistant III	66
Administrative Assistant	60
Building Inspector I	75
Building Inspector II	77
Building Service Worker	60
Code Enforcement Officer	69
Community Development Technician	57
Crew Leader Parks	65
Crew Leader Public Services	63
* Distribution Utility Worker I	64
* Distribution Utility Worker II	67
General Maintenance Technician I	64
General Maintenance Worker I	57
General Maintenance Worker II	60
General Maintenance Worker III	64
General Office Clerk	57
** Library Assistant	60
Library Technician	57
Maintenance Electrician	78
Planner I	75
Planner II	77
Planning Technician	57
Recreation Specialist	60
Wastewater Operator I	71
Wastewater Operator II	74
Wastewater Operator III	80
Wastewater Operator Trainee I (OIT I)	60
Wastewater Operator Trainee II (OIT II)	64
Water Treatment Operator I	71
Water Treatment Operator II	74
Water Treatment Operator III	80
Water Operator Trainee I (OIT I)	60
Water Operator Trainee II (OIT II)	64

2.5% COLA Per Union Contract(s)
Effective July 15 payday

*Council action to include new positions on 07/06/2022
**Council action to include new position on 12/07/2022

DATE SUBMITTED 12/02/2022
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 12/07/2022

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS OB

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: Establishment of Full Time Classifications and Ranges for the Imperial Public Library 1. Establishment of Full Time Literacy Coordinator Classification at Range 75 of the MSPC Salary Schedule. 2. Establishment of Full Time Library Assistant Classification at Range 60 of the Teamsters Local Union 542 Salary Schedule.	
DEPARTMENT INVOLVED: City Manager's Office/Community Services Department	
BACKGROUND/SUMMARY: The City proposes the establishment of full-time classification and ranges for the positions of Literacy Coordinator and Library Assistant within the Imperial Public Library. Creating full-time classifications will streamline operations within the Imperial Public Library, and ensure deliver of critical city services and programs.	
FISCAL IMPACT: Reallocation of existing budgeted funds. No negative impact to the municipal budget.	ADMIN SERV INITIALS _____
STAFF RECOMMENDATION: Staff recommends the establishment of full-time classifications to improve efficiencies within the department structure.	DEPT. INITIALS <u>OB</u>
MANAGER'S RECOMMENDATION: Approve	CITY MANAGER'S INITIALS <u>ACM</u>
MOTION: SECONDED: _____ APPROVED () REJECTED () AYES: _____ DISAPPROVED () DEFERRED () NAYES: _____ ABSENT: _____ REFERRED TO: _____	

CITY OF IMPERIAL
JOB DESCRIPTION

LITERACY COORDINATOR

FLSA Exempt
MSPC – Range 75

Classification: Professional

DEFINITION:

Under the direction of the Library Administrator, plan, organize, coordinate and implement the Library's literacy program; train, supervise and evaluate the performance of volunteer tutors; assist in obtaining and maintaining grants; prepare and maintain a variety of narrative and statistical reports, records and files.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, coordinate and implement the Library's literacy program; assess literacy levels for incoming learners; conduct literacy intake sessions; select and maintain literacy collections for assigned program.
- Assist in obtaining and maintaining grants; complete required paperwork; ensure programs comply with grant requirements.
- Provide technical information and assistance to the Library Administrator regarding assigned functions and literacy program; assist in formulating and developing policies, procedures and literacy programs.
- Train, supervise and evaluate the performance of volunteer tutors; match volunteer tutors with learners and select materials for volunteer trainings and tutoring sessions; conduct classes and tutoring in the absence of volunteer tutors.
- Prepare and maintain a variety of narrative and statistical reports, records and files related to assigned activities; track and analyze data.
- Develop and update forms for literacy program and worksheets for learners and volunteer tutors.
- Communicate with other administrators, personnel and outside organizations to coordinate activities and programs; resolve issues and conflicts and exchange information.
- Develop and maintain website for assigned literacy program.
- Input a variety of data into an assigned computer system; initiate queries and manipulate data.
- Operate standard office equipment including a computer and assigned software program.
- Attend and conduct a variety of meetings as assigned; coordinate community outreach events to promote literacy program.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Bachelor's degree in English or related field and one (1) year experience working with literacy or related instructional programs.

Licenses and other Requirements:

- N/A

Knowledge of:

- Planning, organization, coordination and implementation of literacy programs.
- Principles and practices of supervision and training.
- Grant writing principles and techniques.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Plan, organize, coordinate and implement the Library's literacy program.
- Train and supervise volunteer tutors.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Assist in obtaining and maintaining grants.
- Operate standard office equipment including a computer and assigned software.
- Work independently with little direction.
- Prepare comprehensive narrative and statistical reports.
- Assess learner reading and literacy levels.
- Collect and analyze data.

WORKING CONDITIONS:

Work Environment:

- Indoor/Library environment.
- Fast-paced environment with changing priorities.
- Variable hours including evenings or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CITY OF IMPERIAL

JOB DESCRIPTION

LIBRARY ASSISTANT

FLSA Non-Exempt
Teamsters - Range 60

DEFINITION:

Under the direction of the Library Administrator, assist in performing library activities such as circulation, cataloging of library materials and locating library materials; perform a variety of clerical duties involved in the maintenance and distribution of library materials at an assigned library; assist patrons in the selection, location and use of library materials and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist in performing library activities involved in the circulation, maintenance and distribution of library materials in an assigned library; check in and out books and other library materials such as periodicals using an assigned computerized system.
- Circulate and scan library books and materials; maintain and shelve returned books and materials; inspect materials for damage; perform minor repairs to damaged books and library materials; laminate and cover library books and materials; catalog, collect and process library donations; lift, move, carry, pack and unpack library equipment and materials.
- Assist patrons in library book/materials selection, location and use of library books and materials; respond to and confer with patrons concerning library needs and concerns.
- Provide information concerning library reference materials and their use; enforce library policies; assist patrons in the use of library equipment such as computers.
- Receive requests and place holds for reserve materials from patrons; prepare reserve materials; research information and provide reference services as assigned; refer patrons to other libraries and outside resources as appropriate; order and return books from local libraries.
- Calculate, record and collect fines, billings and late fees as required; reconcile monies; contact patrons concerning overdue materials.
- Initiate, plan and conduct various library programs for patrons as assigned; respond to and confer with patrons concerning library needs and concerns; communicate patron issues and concerns to library administrators; provide recommendations concerning the selection of library materials.
- Perform a variety of clerical duties related to assigned activities such as compiling information, data entry, duplicating forms, letters, lists and labels; create displays.
- Prepare and maintain a variety of records, logs, reports and files related to library material information, usage, loans, patrons and circulation; verify accuracy of various reports, lists and files.
- Answer telephones; send and receive emails; greet and assist visitors; answer questions and provide information concerning library materials, policies and programs; refer calls to appropriate person or department as necessary.
- Explain and guide various individuals and groups during summer library reading and crafts programs.
- Communicate with patrons, personnel and outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of equipment including a computer, library equipment and assigned integrated library software.
- Assist with special events and new library programs; conduct library tours and orientations.
- Maintain a clean, quiet and orderly library environment.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: Graduation from high school or equivalent GED and one (1) year clerical, customer service or library experience.

Licenses and other Requirements:

- N/A

Knowledge of:

- Library practices, procedures and terminology.
- Methods and equipment used in processing library materials.
- Modern office practices, procedures and equipment.
- Telephone and customer service techniques and etiquette.
- Basic record-keeping and filing techniques.
- Types and uses of library materials and the literature and current publications available for use.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Basic research methods.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience and courtesy.

Ability to:

- Assist in performing library activities involved in the circulation, maintenance and distribution of library materials.
- Perform a variety of general clerical duties in support of library operations.
- Assist patrons in the selection, location and use of library materials and equipment.
- Check books and materials in and out of the library.
- Maintain library in a neat and orderly condition.
- Maintain records, logs and files.
- Answer telephones and greet the public courteously.
- Operate standard office equipment including a computer and assigned integrated library software.
- Perform clerical duties such as filing and duplicating materials.
- Input data accurately at an acceptable rate of speed.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Process and shelve library materials.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.
- Perform arithmetic calculations quickly and accurately.

WORKING CONDITIONS:

Work Environment:

- Indoor/Library environment.

Library Assistant

- Fast-paced environment with changing priorities.
- Variable hours including evening or weekends.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting or standing for extended periods of time.
- Lifting, carrying, pushing and pulling moderately objects as assigned by the position.
- Bending at the waist, kneeling or crouching to shelve and retrieve materials.
- Reaching overhead, above the shoulders and horizontally.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.