



E3.4.1

Request to Classify Form

Instructions: Please submit the Request to Classify Form for each new position or reallocation of an existing position. Submit the form to Ariana Viveros, Associate Personnel Analyst, Human Resources Department. Human Resources will notify you regarding the status of your request or if additional information is necessary. A current and proposed organizational chart and Budget Change Proposal (BCP) must be included with each request.

Department/Division: County Libraries

Budget Unit Number: 6110

Request for: New Allocation – 7/1/14 Budget
 Reallocation of Existing Position – Classification Title Position is vacant

Department Contact for Information: Name: Jackie Bleisch, Admin. Serv. Asst.

Phone: 883-7569

Estimated % of total time spent on task/duty	<p align="center">DESCRIPTION OF TASKS/DUTIES TO BE PERFORMED</p> <p>Use a separate paragraph for each task or duty. Attach additional sheets as necessary. <u>Do not include verbiage directly from the job description. Note: This is a newly created classification, and the class spec is best task information available at this time.</u></p>
30%	1. Plan, organize, and control County library operations, services, programs and activities; establish and maintain departmental timelines and priorities; participate in strategic planning; ensure optimal allocation of library resources; prepare and monitor library performance measures; comply with established laws, codes, regulations, policies and procedures.
15%	2. Coordinate, direct and evaluate assigned personnel and other resources to meet County library needs and ensure smooth and efficient Department activities; develop and implement departmental training activities; oversee the development and implementation of library services to include branch management and automation; manage the operation and maintenance of County branch libraries, bookmobiles and related services.
10%	3. Direct activities to ensure proper maintenance of county-wide library collections to include acquisition, receipt and distribution of library materials county-wide; coordinate library resource-sharing activities and direct inter-library loan activities.

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10%	4. Deploy and coordinate the implementation of new services or programs.
10%	5. Participate in the review, analysis and implementation of new automated systems, equipment and technologies; maintain current knowledge of programs, products and services related to automated systems and technologies.
5%	6. Participate in the preparation and review of the Library budget, hiring and personnel management, and facilities planning and maintenance.
10%	7. Direct the preparation and maintenance of a variety of narrative and statistical records as well as provide technical information and assistance to library management, staff and outside groups/individuals about library services and programs.
10%	8. Enhance personal and subordinate professional development through participation in professional organizations and attendance at professional conferences and workshops; conduct meetings, workshops and special events as assigned; represent the library on county-wide committees as needed; coordinate with Friends of the Library groups system-wide and the Foundation for Monterey County Free Libraries.



The county library system is a large department with branches and services spread out all over the county. Because of various reasons -- including the spread out nature of the department, the library administration office being away from the County seat in Salinas where many interdepartmental meetings and Board meeting are held, and because of the increasing need to participate in many countywide and statewide programs -- the Library Director is often away from the office. It is important that the library have another senior level manager available to make executive decisions. In addition, the library's latest strategic plan that was approved by the Board of Supervisors, recommended a restructuring of the library department including the addition of the Assistant Library Director position. The restructuring has been implemented and has resulted in an increase in the number of responsibilities at the highest level, resulting in the immediate need for an Assistant Library Director.

Is there any other position(s) within the department performing in a similar capacity assigned comparable duties to this position?

No Yes (If yes, what is/are the job title(s) of the other position(s)?)

Please attach a copy of the current and proposed organizational chart depicting the proposed position.

Jayanti Adleman 5/5/2014
Department Head Signature Date

Departmental HR Analyst: Ebby Johnson Date: 4-18-14
Class Recommendation: Assistant Library Director Class Code: 12J04

FOR HUMAN RESOURCES DEPARTMENT USE ONLY:

Approved Class Title: Asst. Library Director Class Code: 12C04

HRD Classification Analyst: John M. O'Neil Date: 11/18/14

Distribution of HRD Job Class Determination:

- Requesting Department Head Ebby Johnson/CAO Budget Analyst
 Departmental HR Analyst County Administrative Office