

Proposed Position Upgrades for 2018

Mobile Library Supervisor from Level 7 to Level 8

Position requires a MLS degree (same as Level 7 librarians) and has the following responsibilities that are not required of other Level 7 positions:

Supervises four staff and schedules their work daily; participates in the selection of mobile library staff; trains, coaches and monitors job performance

Investigates potential new stops for the mobile library and makes initial contact; evaluates stop locations, schedules and usage levels and recommends changes as needed

Develops procedures for mobile library operations

Coordinates maintenance and repairs to the mobile library vehicle and its equipment

Collects, analyzes and reports data related to mobile library services

Annual cost of upgrade: \$2,374.44*

Children's & Youth Services Coordinator from Level 7 to Level 8

Position requires a MLS degree and has the following responsibilities that are not required of other Level 7 positions:

Provides direction and supervision of CYS in-house and outreach programs; organizes and prioritizes work assignments for efficient results

Collects and evaluates data to guide program-related decision-making

Provides and/or arranges for training to insure that CYS staff have necessary technology, programming and customer service skills

Provides input for staff evaluations in areas related to programming

Serves as department manager in the absence of the CYS Manager

Annual cost of upgrade: \$114.19* (Note: this individual received a mid-year pay 5% increase in 2016 to compensate for added responsibilities)

Circulation Assistant Manager from Level 6 to Level 7

Position has the following responsibilities that are not required of other Level 6 positions:

Assists in the hiring of department assistants (supervisors), clerks and pages

Trains and monitors job performance of student and adult pages

Supervises department staff in the manager's absence

Opens the building on designated weekends (turns off building alarms); closes the building

(over)

When building is closed for holidays, comes in morning and evening (rotating with manager and supervisors) to monitor automated return system

In manager's absence, trouble shoots any problems with the cash register, credit card machine, self-checks, automated book return/sorter

Resolves patron complaints regarding overdue materials or other issues

Oversees monetary transactions and prepares end-of-day reports

Cost of upgrade: \$1,526.10*

Circulation Supervisors (3) from Level 5 to Level 6

Position has the following responsibilities that are not required of other Level 5 positions:

Supervises clerks and pages in the absence of the manager and assistant manager

Opens the building on designated weekends (turns off building alarms); closes the building

When building is closed for holidays, comes in morning and evening (rotating with manager, assistant manager, and other supervisors) to monitor automated return system

In absence of manager and assistant manager, trouble shoots any problems with the cash register, credit card machine, self-checks, automated book return/sorter

In the absence of the manager and assistant manager, resolves patron complaints regarding overdue materials or other issues

Oversees monetary transactions and prepares end-of-day reports

Cost of upgrade for 3 individuals in this position: \$11,493.34*

TOTAL COST OF UPGRADES: \$15,508.06*

***Amounts calculated after employee's annual increase of 3%**