

# Civil Service Commission

1055 MONTEREY STREET, SUITE D-250 ♦ SAN LUIS OBISPO, CALIFORNIA 93408 ♦ 805.781.5959

**San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday, June 26, 2013 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271 San Luis Obispo, CA**



## AGENDA

MEMBERS OF THE COMMISSION  
President Robert Bergman  
Vice President Arthur Chapman  
Wayne Caruthers  
Betsey Nash, SPHR  
William Tappan

1. **Call to Order / Flag Salute / Roll Call**
2. **Public Comment Period**  
Members of the public wishing to address the Civil Service Commission on matters other than those scheduled below may do so when recognized by the President. Presentations are limited to three minutes per individual.
3. **Minutes**  
The following minutes are submitted for approval:
  - a. May 22, 2013 – Regular
4. **Reports**
  - a. Commission President
  - b. Commission Counsel
  - c. Commission Secretary
5. **Job Class Specification – Revised**
  - a. Supervising Librarian
  - b. Library Manager
6. **Adjournment**

# Civil Service Commission

The San Luis Obispo County Civil Service Commission  
Regular Session Meeting  
Wednesday May 22, 2013 @ 9:00 A.M.  
1055 Monterey Street, Suite D-271, San Luis Obispo, CA



MEMBERS OF THE COMMISSION  
Robert Bergman, President  
Arthur Chapman, Vice President  
Wayne Caruthers  
Betsey Nash, SPHR  
William Tappan

## MINUTES

Present: President Robert Bergman, Commissioner Wayne Caruthers, Commissioner Betsey Nash, Commissioner Bill Tappan

Absent: Vice President Arthur Chapman,

Staff: Acting Commission Secretary Dori Duke, Commission Clerk Robin Mason

Counsel: Commission Counsel Tim McNulty, Commission Outside Counsel Steve Simas

**1. Call to Order/ Flag Salute/ Roll Call**

Commissioner Bergman called the meeting to order at 8:59 A.M. and led the flag salute.

**2. Public Comment Period**

President Bergman addressed the audience asking for anyone wishing to speak to the Commission during the Public Comment Period on any matter that is not listed on today's agenda. Being none, President Bergman closed the Public Comment Period.

**3. Minutes**

March 27, 2013

President Bergman noted a correction to the date on the March 27, 2013 Draft Commissioner Tappan moved to approve the March 27, 2013 regular meeting minutes as corrected; Commissioner Caruthers seconded; the motion carried 4-0-1.

**4. Reports**

**a. Commission President**

President Bergman: no report.

**b. Commission Counsel**

Tim McNulty: no report.

**c. Commission Secretary**

Deputy HR Director Dori Duke: addressed the Commission and stated that she was acting as Commission Secretary in place of HR Director Tami Douglas-Schatz

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# Civil Service Commission

## 5. Job Class Specification – Revised

### a. Program Manager

Personnel Analyst Ken Tasseff explained the purpose of the revision to the Program Manger is to use the Job Class Specification in multiple departments.

Commissioner Wayne Caruthers: asked clarifying questions regarding licensure requirement.

President Bergman: opened the public comment period; being none, he closed the public comment period.

Commissioner Caruthers: moved to approve the Program Manager revision as written.

Commissioner Nash: seconded; the motion carried 4-0-1. (Commissioner Chapman was absent.)

### b. Sheriff's Correctional Captain

President Bergman: noted the Sheriff's Correctional Captain Job Classification is a New Specification, not a revision, as listed on the agenda.

Personnel Analyst Megan Fisher and Undersheriff Olivas explained the need for the new job classification.

Commissioner Tappan: recommended substantive corrections to the proposed specification.

Commissioner Caruthers: compared the requirements of proposed Sheriff's Correctional Captain to the existing Chief Deputy job specifications.

Undersheriff Olivas: clarified the different career paths of each classification and explained purpose for new spec and stated he would consider the Commission's recommendations.

Commissioner Nash: made recommended adding clarifying language and discussed aspect of citizenship.

Undersheriff Olivas: confirmed that the language in the job specification is specific to law enforcement and responded to President Bergman's clarifying questions.

President Bergman: commented and asked with Commission if there were any further questions regarding the new job class specification.

Commissioner Tappan: referred to the Sheriff Department organizational chart and commented that it answered his questions.

Commissioner Caruthers: asked Undersheriff Olivas about AB109 funding.

Undersheriff Olivas: replied that no funding was expected from AB109 for this specification as the bill is specific to inmate, not administrative, costs.

President Bergman: opened public comment.

SLOCEA General Manager Kimm Daniel: commented.

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# Civil Service Commission

President Bergman: being no further requests to speak, closed the public comment period and asked Personnel Analyst Megan Fisher to bring back changes to the new Sheriff's Correctional Captain spec after Closed Session.

President Bergman: Adjourned to Closed Session at 9:38 AM.

Personnel Analyst Megan Fisher: addressed the Commission after reconvening and distributed (\*Attachment 1) the new draft and explained updates made during the break.

Commissioner Caruthers: asked clarifying questions and confirmed changes with Ms. Fisher and the Undersheriff.

President Bergman: asked if the Commission had any more comments.

Commissioner Tappan made a motion to approve the new Sheriff's Correctional Captain specification spec as amended.

Commissioner Caruthers: seconded; the motion carried 4-0-1 (Commissioner Chapman was absent.)

**6. Closed Session (per Government Code Section 54957.9(d)(2)): Conference with Legal Counsel – Existing/Potential Litigation**

President Bergman: reconvened the meeting to order at 9:55 AM after taking item 6 out of order and reported that no reportable action was taken during Closed Session and returned to item 5b.

**7. Adjournment**

Being no further business, President Bergman adjourned the meeting at 10:01 a.m.

*\* Note: These minutes reflect official action of the Civil Service Commission. A digital record exists and will remain as the official, complete record of all proceedings by the Civil Service Commission.*

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1 **HUMAN RESOURCES DEPARTMENT**

2 **San Luis Obispo County**

3

4 **SHERIFF'S CORRECTIONAL CAPTAIN**

5

6 **DEFINITION:**

7 Under general direction, plans, organizes, controls, and directs the activities of the Sheriff's Custody  
8 division at the executive management level of command; coordinates and directs communications,  
9 resources, and personnel in support of law enforcement services and administration; ensures  
10 effective and efficient operations within the Custody division; and does other related work as  
11 required.

12 **DISTINGUISHING CHARACTERISTICS:**

13 This position is distinguished from the lower level Correctional Lieutenant position in that it  
14 oversees the overall Custody division.

15 **REPRESENTATIVE DUTIES:**

16 (Not in order of importance)

17

18 • Assigns, coordinates, reviews and supervises activities within the Custody division; consults  
19 with and advises the Sheriff and Undersheriff on matters relating to custody operations;  
20 establishes and maintains timelines and priorities; researches and recommends policy  
21 changes; manages the operation and maintenance of a correctional facility within legal  
22 boundaries and requirements; ensures related functions and activities comply with  
23 established standards.

24

25 • Coordinates work of the Custody division with that of the other divisions, as well as other  
26 County agencies; oversees the development and implementation of programs and projects;

27 analyzes and identifies areas for continuous improvement; ensures quality processes are  
28 implemented.

29  
30 • Supervises and evaluates the performance of assigned staff; interviews and selects  
31 employees; recommends appointments, transfers, reassignments, terminations, and  
32 disciplinary actions; resolves personnel issues in a timely, appropriate manner; coordinates  
33 subordinate work assignments and reviews work to ensure compliance with established  
34 standards, requirements, and procedures.

35  
36 • Assists and takes an active part in both budget preparation and administration; monitors and  
37 analyzes Custody division programs, activities and related law enforcement activities for  
38 financial effectiveness and operational efficiency; controls and authorizes expenditures  
39 related to custody operations, alternative sentencing unit, and inmate welfare fund in  
40 accordance with established limitations; prepares a variety of financial, statistical and  
41 operating reports; ensures mandated reports are completed and submitted to appropriate  
42 local, State or Federal agencies according to established timelines; reviews reports prepared  
43 by subordinate personnel.

44  
45 • Enforces federal, state and local laws, ordinances and regulations; maintains effective  
46 relations by collaborating with other law enforcement officials, courts, and agencies on  
47 matters pertaining to the incarceration, prosecution, transport, care and custody of inmates  
48 in the facility; appears in court to give testimony.

49

50 **EMPLOYMENT STANDARDS:**

51

52 **Knowledge of:**

- 53 • Principles, practices, and procedures of criminal justice and administration  
54 • Laws governing a county jail  
55 • Modern methods and techniques in the control and custody of prisoners  
56 • Modern penal principles, methods and practices as they relate to the operations of a jail

- 57 and/or honor farm
- 58 • Departmental rules and regulations, pertinent Federal and State laws, and County
- 59 ordinances

60

61 **Ability to:**

- 62 • Plan, assign, instruct, and manage the work of subordinate personnel
- 63 • Analyze situations quickly and objectively and determine the proper course of action
- 64 • Enforce laws related to the Custody division firmly, tactfully, and impartially
- 65 • Establish and maintain cooperative, effective, and collaborative relations with others
- 66 • Skillfully and properly use and care for firearms
- 67 • Maintain good physical, emotional and mental condition to satisfactorily perform the
- 68 functions of the position
- 69 • Utilize effective written communication skills to prepare clear, concise, and accurate
- 70 reports, correspondence, policies, procedures, and written materials
- 71 • Evaluate problems and present corrective alternatives, solutions, and recommendations
- 72 • Mediate, facilitate effective outcomes, and positively influence group problem solving
- 73 • Maintain confidentiality and exercise discretion
- 74 • Operate a computer and assigned office equipment

75

76 **EDUCATION AND EXPERIENCE:**

77 Any combination of 60 semester or 90 quarter units of college level coursework equivalent to

78 two years of full-time college work and two years of experience as a peace officer in the State of

79 California equivalent to a San Luis Obispo County Sheriff's Correctional Lieutenant or

80 Commander, or higher level of command.

81

82 **LICENSES/CERTIFICATES:**

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84 A valid driver's license is required at the time of application. A valid CALIFORNIA driver's license  
85 is required at the time of appointment and must be maintained throughout employment.

86

87 At time of application, must possess and maintain valid First Aid and CPR certificates. Must have  
88 proof of completing the following courses or equivalent waiver (i.e. Peace Officer Standard  
89 Training): California Department of Corrections and Rehabilitation (CDCR) approved Jail  
90 Operations, CDCR Supervisor's course, and Penal Code Section 832 firearms training. A  
91 manager/administrator's course approved by the CDCR must be completed within one year from  
92 date of hire.

93

94 **Note:** Proof of licensure/certification and educational courses must be submitted at the time of  
95 application.

96

97 Position requires clearance in a Sheriff's Office background investigation.

98

99 **OTHER CONDITIONS OF EMPLOYMENT:**

100

101 **Citizenship:**

102 All applicants must be a United States citizen or permanent residence alien who are eligible for  
103 and have applied for citizenship at least one year before application for employment. Written  
104 proof of the foregoing is required.

105

106 **Physical/Psychological Exam:**

107 In accordance with Government Code Section 1031, candidate's physical, emotional and mental  
108 health will be evaluated and must be free from any condition which might adversely affect the  
109 exercise of the powers of a peace officer or performance of the duties of this position.

110  
111 This class specification generally describes the duties and responsibilities characteristic of the  
112 position(s) within this class. The duties of a particular position within a multi-position class may vary  
113 from the duties of other positions within the class. Accordingly, the essential functions of a particular  
114 position (whether it be a multi-position class or a single-position class) will be identified and used by  
115 medical examiners and hiring authorities in the selection process. If you have any questions  
116 regarding the duties or the working conditions of the position, please contact the Personnel  
117 Department at (805) 781-5959.

118  
119  
120 Adopted: X-X-13  
121 BOS Approved: X-X-13  
122  
123



# Human Resources Department

## SAN LUIS OBISPO COUNTY

*Tami Douglas-Schatz,*  
*Director*

County Government Center, 1055 Monterey Street • Suite D-250, San Luis Obispo, CA 93408-2110 • Telephone 805.781.5959  
• Fax 805.781.1044

To: Civil Service Commission

From: Jamie Azarvand, Personnel Analyst

Date: June 26, 2013

Subject: Revised Class Specifications: Supervising Librarian and Library Manager

### **RECOMMENDATION:**

It is recommended that the Commission approve the revised Supervising Librarian and Library Manager class specifications as proposed.

### **DISCUSSION:**

As part of the ongoing Specification Update Program and at the request of the Library, the Human Resources Department is proposing revisions to the Supervising Librarian and Library Manager class specifications. The specifications were last updated in October 1991 and June 2004, respectively. The key substantive changes are as follows:

- 1) The representative duties, knowledge and skills sections have been revised to reflect the vital and characteristic duties and responsibilities of these classifications. The proposed revisions provide a comprehensive list of representative duties and job functions, providing applicants with more accurate information regarding the positions and associated responsibilities.
- 2) To more accurately reflect the functions of these classifications and their placement within the organizational structure, the Supervising Librarian and Library Manager classification titles have been revised to "Regional Librarian" and "Library Support Services Manager," respectively.
- 3) The minimum qualifications for the Supervising Librarian have been revised to provide greater opportunity for natural career progression within the Department. The current requirement has historically hindered natural career progression from the Librarian III classification, which is the classification level directly below the Supervising Librarian. The revised qualifications will provide greater opportunity for Librarian incumbents to promote within the Department.

In an effort to promote equity and balance within the Library Department, the Department has acknowledged the need to reorganize. As such, the Department will be redistributing responsibility of management and oversight of individual library branches, grouped by geographical region, among the Supervising Librarian positions. This reorganization is intended to distribute workload

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equitably among the Supervising Librarian positions while also increasing efficiency within the organization. The proposed changes detailed above reflect this reorganization.

As part of the ongoing Specification Update Program, various formatting changes have been included with the proposed revisions. Additionally, some of the language in the representative duties and employment standards sections has been updated to reflect current Human Resources standards.

**OTHER AGENCY INVOLVEMENT:**

The Library has been involved in development of this specification and concurs with the specification as proposed. The County Administrative Office has reviewed and commented on the proposed specifications and is in agreement with the new organizational alignment. The Employee Association (SLOCEA) has met with the Assistant Library Director and reviewed the proposed changes.

Attachments:

Current Supervising Librarian Class Specification  
Track Change Supervising Librarian Class Specification  
Final Regional Librarian Class Specification  
Current Library Manager Class Specification  
Track Change Library Manager Class Specification  
Final Library Manager Class Specification  
Current and Proposed Library Organizational Charts

**DEFINITION:**

Under general direction, manages a major regional facility in the County network and may supervise the small branches in the region; assignments involve planning, budgeting, staff supervision, program development and implementation; does other related work as required.

**TYPICAL TASKS:**

Supervises and coordinates the work of professional, technical and clerical staff in a major regional facility; provides support and assistance to nearby small branch libraries as assigned; handles designated administrative tasks; follows County and Library policies and procedures; may help develop collections and select materials; promotes public relations; answers citizen complaints; trains staff and works with others to develop the program of the library; maintains a safe and smooth functioning physical plant; recommends budgets and helps develop goals and objectives which fit the overall mission of the Library.

**EMPLOYMENT STANDARDS:**Knowledge of:

The principles, purposes and practices of professional library work; modern library methods; literature, media, reference resources, automated systems and information technology; modern administration and management techniques.

Ability to:

Train, direct and evaluate professional, technical and clerical subordinate staff; apply professional knowledge to practical daily problems; prepare clear and concise correspondence and reports; maintain effective relationships with patrons, community groups and staff; maintain a high standard of public service; provide leadership and direction.

**EDUCATION/EXPERIENCE:**

A fifth year Masters of Library Science degree (MLS) is required from a school accredited by the American Library Association. In addition: four years professional library experience, at least two of which must have been in a supervisory or management position, which included the supervision of professional librarians.

**LICENSES/CERTIFICATES:**

Certain positions within this classification may require driving. When driving is an essential function of the position, a valid CALIFORNIA driver's license will be required at the time of appointment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Personnel Department at (805) 781-5959.

Adopted: 10-23-91

Effective: 10-23-91

1 **HUMAN RESOURCES DEPARTMENT**  
2 **San Luis Obispo County**

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4  
5 **SUPERVISING REGIONAL LIBRARIAN**  
6

7 **DEFINITION:**

8 Under general direction, manages a ~~major regional library facility~~ facility in the County network  
9 and ~~may supervises~~ supervise the small branches in the region ~~other library locations~~;  
10 assignments involve planning, ~~budgeting~~, budget monitoring, staff supervision, program  
11 development and implementation; ~~does and performs~~ other related work as required.  
12

13 **REPRESENTATIVE DUTIES:**

14 (Not in order of importance)

- 15
- 16 • ~~Supervises and coordinates the work of professional, technical and clerical staff in a~~  
17 ~~major regional library~~ facility.
  - 18
  - 19 • ~~Provides oversight, support and direction to other library locations as assigned.;~~  
20 ~~provides support and assistance to nearby small branch libraries as assigned~~
  - 21 • ~~Trains, supervises and evaluates the performance of designated personnel as assigned;~~  
22 ~~interviews and selects employees and recommends transfers, reassignment, termination~~  
23 ~~and disciplinary actions; assigns employee duties and reviews work for accuracy,~~  
24 ~~completeness and compliance with established requirements.~~
  - 25
  - 26
  - 27 • ~~Handles designated administrative tasks~~
  - 28
  - 29 • ~~Follows County and Library policies and procedures~~
  - 30
  - 31 • May help develop library collections and select materials.
  - 32
  - 33 • Promotes public relations and use of the library as a community resource; ~~answers~~  
34 ~~addresses citizen-patron~~ complaints.
  - 35
  - 36 • ~~Trains staff and works with others to develop the program of the library~~
  - 37
  - 38 • Maintains ~~a safe and smooth functioning physical plant~~ efficient library facilities.
  - 39
  - 40 • ~~Recommends budgets and helps~~ Assists in development of goals and objectives which fit  
41 the overall mission of the Library.
  - 42
  - 43 • May participate in the development of Library policies and procedures; carries out  
44 implementation of Library policies and procedures.
  - 45
  - 46
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48 **EMPLOYMENT STANDARDS:**

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50 **Knowledge of:**

51

52 | • Principles, purposes and practices of professional library work

53 | •

54 | • ~~Modern library methods~~

55

56 | • Literature, media, reference resources, automated systems and information technology

57

58 | • Modern Library administration and management techniques

59

60 | • Effective oral and written communication skills

61

62 | • Interpersonal skills using tact, patience and courtesy

63

64 | • Principles and practices of supervision and training

65

66 | • Library organization, procedures and standards as well as strategic direction and goals

67

68 | • Current developments and industry trends in public libraries

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73 **Ability to:**

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75 | • Train, direct supervise and evaluate the performance of assigned professional, technical  
76 | and clerical subordinate staff

77

78 | • Provide leadership and direction

79

80 | ~~Apply professional knowledge to practical daily problems~~

81 | • Exercise sound independent judgment within general policy guidelines

82

83 | • Prepare clear and concise correspondence and reports

84

85 | • Maintain effective relationships with patrons, community groups and staff

86

87 | • Maintain a high standard of public service

88

89 | • Foster a spirit of teamwork and support when interacting with staff and others

90

91 | • Operate standard office equipment including a computer and assigned software

92

93 | • Maintain a safe and orderly working area

94

95 **EDUCATION/EXPERIENCE:**

96 ~~A fifth year Masters of Library Science degree (MLS) is required from a school accredited by the~~  
97 ~~American Library Association~~Graduation from an American Library Association accredited college  
98 or university with a master's degree in library science or library and information science. In  
99 addition: four~~three~~ years professional library experience, at least two of which must have been  
100 in a supervisory or management position, which included the supervision of professional  
101 librarians~~of which one year is in an administrative or supervisory position.~~

102  
103 **LICENSES/CERTIFICATES:**

104 Certain positions within this classification may require driving. When driving is an essential  
105 function of the position, a valid CALIFORNIA driver's license will be required at the time of  
106 appointment and must be maintained throughout employment.

107  
108 This class specification generally describes the duties and responsibilities characteristic of the  
109 position(s) within this class. The duties of a particular position within a multi-position class may  
110 vary from the duties of other positions within the class. Accordingly, the essential functions of a  
111 particular position (whether it be a multi-position class or a single-position class) will be  
112 identified and used by medical examiners and hiring authorities in the selection process. If you  
113 have any questions regarding the duties or the working conditions of the position, please  
114 contact the Personnel-Human Resources Department at (805) 781-5959.

115  
116 Adopted: 10-23-91  
117 BOS Approved: 10-23-91  
118 Revised: 06-26-13

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1 **HUMAN RESOURCES DEPARTMENT**  
2 **San Luis Obispo County**

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5 **REGIONAL LIBRARIAN**  
6

7 **DEFINITION:**

8 Under general direction, manages a regional library facility in the County network and  
9 supervises other library locations; assignments involve planning, budget monitoring, staff  
10 supervision, program development and implementation; and performs other related work as  
11 required.

12  
13 **REPRESENTATIVE DUTIES:**

14 (Not in order of importance)

- 15
- 16 • Supervises and coordinates the work of professional, technical and clerical staff in a  
17 regional library facility.
- 18
- 19 • Provides oversight, support and direction to other library locations as assigned.
- 20
- 21 • Trains, supervises and evaluates the performance of designated personnel as assigned;  
22 interviews and selects employees and recommends transfers, reassignment, termination  
23 and disciplinary actions; assigns employee duties and reviews work for accuracy,  
24 completeness and compliance with established requirements.
- 25
- 26 • May help develop library collections and select materials.
- 27
- 28 • Promotes public relations and use of the library as a community resource; addresses  
29 patron complaints.
- 30
- 31 • Maintains safe and efficient library facilities.
- 32
- 33 • Assists in development of goals and objectives which fit the overall mission of the  
34 Library.
- 35
- 36 • May participate in the development of Library policies and procedures; carries out  
37 implementation of Library policies and procedures.
- 38

39 **EMPLOYMENT STANDARDS:**

40  
41 **Knowledge of:**

- 42
- 43 • Principles, purposes and practices of professional library work
- 44
- 45 • Literature, media, reference resources, automated systems and information technology
- 46
- 47 • Library administration and management techniques

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- Effective oral and written communication skills
  - Interpersonal skills using tact, patience and courtesy
  - Principles and practices of supervision and training
  - Library organization, procedures and standards as well as strategic direction and goals
  - Current developments and industry trends in public libraries

59 **Ability to:**

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- Train, supervise and evaluate the performance of assigned professional, technical and clerical staff
  - Provide leadership and direction
  - Exercise sound independent judgment within general policy guidelines
  - Prepare clear and concise correspondence and reports
  - Maintain effective relationships with patrons, community groups and staff
  - Maintain a high standard of public service
  - Foster a spirit of teamwork and support when interacting with staff and others
  - Operate standard office equipment including a computer and assigned software
  - Maintain a safe and orderly working area

80 **EDUCATION/EXPERIENCE:**

81 Graduation from an American Library Association accredited college or university with a  
82 master's degree in library science or library and information science. In addition: three years  
83 professional library experience, of which one year is in an administrative or supervisory position.

84  
85 **LICENSES/CERTIFICATES:**

86 Certain positions within this classification may require driving. When driving is an essential  
87 function of the position, a valid CALIFORNIA driver's license will be required at the time of  
88 appointment and must be maintained throughout employment.

89  
90 This class specification generally describes the duties and responsibilities characteristic of the  
91 position(s) within this class. The duties of a particular position within a multi-position class may  
92 vary from the duties of other positions within the class. Accordingly, the essential functions of a  
93 particular position (whether it be a multi-position class or a single-position class) will be  
94 identified and used by medical examiners and hiring authorities in the selection process. If you  
95 have any questions regarding the duties or the working conditions of the position, please

96 contact the Human Resources Department at (805) 781-5959.  
97  
98 Adopted: 10-23-91  
99 BOS Approved: 10-23-91  
100 Revised: 06-26-13

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**LIBRARY MANAGER - HEADQUARTERS**

**DEFINITION:**

Under direction, plans, organizes and directs the operations and activities of a major division of County library operations which is system-wide in focus; coordinates and directs personnel, plus resources and communications to meet County needs and assure smooth and efficient library operations; supervises and evaluates the performance of assigned personnel; serves on the library department's management team; and does other related work as required.

**REPRESENTATIVE DUTIES:**

(Not in order of importance)

- Plan, organize and direct operations, services and programs of a major division of County library operations; establish and maintain library timelines and priorities; assure optimal allocation of the division's resources; major divisions may include the library's technical services (automated systems, support services and interlibrary loan) or public services (managing the library headquarters' branch and system-wide reference, children's and audiovisual services).
- Participate in the department's strategic planning, budget preparation and monitoring, and development and implementation of new library automated systems and technologies as part of the library management team; provide technical information and assistance and make presentations, as requested, to the library management team concerning library activities, needs and issues; assist in the formulation and development of policies, procedures and programs.
- Manage, direct and evaluate personnel, resources and communications to meet County library needs and assure smooth and efficient library operations; collaborate with library staff, other County staff and outside agencies in the development and implementation of library programs, projects and activities.
- Under direction, assure proper maintenance of library collections; oversee the review, evaluation, selection and acquisition of new library materials to enhance library collections countywide; may direct the processing and cataloging of new materials; coordinate and assure proper distribution of new materials and purging of obsolete materials.
- Enhance professional development through attendance at professional conferences and workshops and participation in professional organizations; conduct meetings, training workshops and special events as assigned; serve on the library management team and various committees as assigned; represent the library on Black Gold Library System committees as needed; may serve on other committees and represent the library to the community as directed; work with Friends of the Library, volunteers and other community organizations in support of library programs and services.

- Direct the preparation and maintenance of a variety of narrative and statistical records, reports and files related to library materials, customers, circulation of materials and other issues as directed.

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Principles and practices of public library administration to include management of operations and activities of a major division of the library system
- Budget preparation and management
- Principles and practices of employee relations, supervision and training
- Principles of collection development and management to include electronic resources
- Library practices, procedures and terminology
- Library classification systems and standard library cataloging practices
- Applicable laws, codes, regulations, policies and procedures

**Ability to:**

- Plan, organize and direct operations and activities of a major division of a public library system
- Manage and direct personnel, resources and communications to meet Library needs and assure smooth and efficient library operations
- Collaborate with administrators, personnel and outside agencies in the development and implementation of library programs, projects, functions, goals, systems, objectives and activities
- Recommend adequate personnel, resources and equipment levels to meet library needs
- Develop and implement strategic plans to include technology planning and collection development activities
- Establish and maintain division timelines and priorities
- Communicate effectively both orally and in writing
- Interpret, apply and explain regulations, policies and procedures
- Establish and maintain cooperative and effective working relationships with others
- Analyze situations accurately and adopt an effective course of action

**EDUCATION AND EXPERIENCE:**

Graduation from an American Library Association accredited college or university with a master's degree in library science. In addition, four years of professional library experience including two years in an administrative or supervisory position.

**LICENSES/CERTIFICATES:**

A valid driver's license is required at the time of application. A valid **CALIFORNIA** driver's license is required at the time of appointment and must be maintained throughout employment.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential functions of a

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particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. If you have any questions regarding the duties or the working conditions of the position, please contact the Personnel Department at (805) 781-5959.

Adopted: 5-26-04  
BOS Approved: 6-22-04

1 **HUMAN RESOURCES DEPARTMENT**  
2 **San Luis Obispo County**

3  
4  
5 **LIBRARY SUPPORT SERVICES MANAGER ~~–HEADQUARTERS~~**

6  
7 **DEFINITION:**

8 Under direction, plans, organizes and directs the operations and activities of a major division of  
9 County library operations which is system-wide in focus; coordinates and directs personnel, ~~plus~~  
10 resources and communications to meet County needs and assure smooth and efficient library  
11 operations; supervises and evaluates the performance of assigned personnel; serves on the  
12 library department's management team; and ~~does-performs~~ other related work as required.

13  
14 **REPRESENTATIVE DUTIES:**

15 (Not in order of importance)

- 16
- 17 • Plans, organizes and directs operations, services and programs of a major division of  
18 County library operations; establishes and maintains library timelines and priorities;  
19 assures optimal allocation of the division's resources ~~major divisions may~~  
20 ~~include~~including the library's technical services department (automated systems, support  
21 services and interlibrary loan), ~~or public services (managing the library headquarters'~~  
22 ~~branch and system wide reference, children's and audiovisual services).~~
  - 23
  - 24 • Collaborates with County technical staff as well as Black Gold technical staff on issues of  
25 policy and procedure.
  - 26
  - 27 • Participates in the department's strategic planning, budget preparation and monitoring,  
28 and development and implementation of new library automated systems, ~~and~~  
29 technologies and services as part of the library management team; provides technical  
30 information and assistance and makes presentations, as requested, to the library  
31 management team concerning library activities, needs and issues; assists in the  
32 formulation and development of policies, procedures and programs.
  - 33
  - 34 • Provides ongoing training in technical and automated library systems.
  - 35
  - 36 • Manages, directs and evaluates personnel, resources and communications to meet  
37 County library needs and assure smooth and efficient library operations; collaborates  
38 with library staff, other County staff and outside agencies in the development and  
39 implementation of library programs, projects and activities.
  - 40
  - 41 • ~~Under direction, assures proper maintenance of~~Oversees inventory maintenance of  
42 library collections; oversees the ~~review, evaluation, selection and~~ acquisition of new  
43 library materials to enhance library collections countywide; ~~may directs~~ the processing  
44 and cataloging of new materials; coordinates and assures proper distribution of ~~new~~  
45 materials and purging of obsolete materials.
  - 46
  - 47 • Enhances professional development through attendance at professional conferences and  
48 workshops and participation in professional organizations; conducts meetings, training

49 workshops and special events as assigned; serves on the library management team and  
50 various committees as assigned; ~~represents the library on~~works with Black Gold Library  
51 System ~~committees as needed~~to provide automation services for library system; may  
52 serve on other committees and represent the library to the community as directed;  
53 works with Friends of the Library groups, ~~volunteers~~volunteer groups and other  
54 community organizations in support of library programs and services, including technical  
55 services and acquisition of materials.

- Directs the preparation and maintenance of a variety of narrative and statistical records, reports and files related to library materials, customers, circulation of materials and other issues as directed.

60  
61 **EMPLOYMENT STANDARDS:**

62  
63 **Knowledge of:**

- Principles and practices of public library administration to include management of operations and activities of a major division of the library system
- Budget preparation and management
- Principles and practices of employee relations, supervision and training
- Principles of collection development and management to include electronic resources
- Library practices, procedures and terminology, including technology implementation and support
- Library classification systems and standard library cataloging practices
- Applicable laws, codes, regulations, policies and procedures

80  
81 **Ability to:**

- Plan, organize and direct operations and activities of a major division of a public library system
- Manage and direct personnel, resources and communications to meet Library needs and assure smooth and efficient library operations
- Collaborate with administrators, personnel and outside agencies in the development and implementation of library programs, projects, functions, goals, systems, objectives and activities
- Recommend adequate personnel, resources and equipment levels to meet library operational needs

- 96 | • Develop and implement strategic plans to include technology planning and collection
- 97 | development activities
- 98 |
- 99 | • Exercise sound independent judgment within general policy guidelines
- 100 |
- 101 | • Establish and maintain division timelines and priorities
- 102 |
- 103 | • Communicate effectively both orally and in writing
- 104 |
- 105 | • Interpret, apply and explain regulations, policies and procedures
- 106 |
- 107 | • Establish and maintain cooperative and effective working relationships with others
- 108 |
- 109 | • Analyze situations accurately and adopt an effective course of action
- 110 |

111 | **EDUCATION AND EXPERIENCE:**

112 | Graduation from an American Library Association accredited college or university with a  
113 | master's degree in library science or library and information science. In addition: four years  
114 | professional library experience including two years in an administrative or supervisory position.

115 |

116 | **LICENSES/CERTIFICATES:**

117 | A valid driver's license is required at the time of application. A valid **CALIFORNIA** driver's  
118 | license is required at the time of appointment and must be maintained throughout employment.

119 |

120 | This class specification generally describes the duties and responsibilities characteristic of the  
121 | position(s) within this class. The duties of a particular position within a multi-position class may  
122 | vary from the duties of other positions within the class. Accordingly, the essential functions of a  
123 | particular position (whether it be a multi-position class or a single-position class) will be  
124 | identified and used by medical examiners and hiring authorities in the selection process. If you  
125 | have any questions regarding the duties or the working conditions of the position, please  
126 | contact the Personnel-Human Resources Department at (805) 781-5959.

127 |

128 | Adopted: 05-26-04

129 | BOS Approved: 06-22-04

130 | Revised: ~~XX-XX-XX~~06-26-13

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9 County library operations which is system-wide in focus; coordinates and directs personnel,  
10 resources and communications to meet County needs and assure smooth and efficient library  
11 operations; supervises and evaluates the performance of assigned personnel; serves on the  
12 library department's management team; and performs other related work as required.  
13

14 **REPRESENTATIVE DUTIES:**

15 (Not in order of importance)

- 16
- 17 • Plans, organizes and directs operations, services and programs of a major division of  
18 County library operations; establishes and maintains library timelines and priorities;  
19 assures optimal allocation of the division's resources including the library's technical  
20 services department (automated systems, support services and interlibrary loan).  
21
- 22 • Collaborates with County technical staff as well as Black Gold technical staff on issues of  
23 policy and procedure.  
24
- 25 • Participates in the department's strategic planning, budget preparation and monitoring,  
26 and development and implementation of new library automated systems, technologies  
27 and services as part of the library management team; provides technical information  
28 and assistance and makes presentations, as requested, to the library management team  
29 concerning library activities, needs and issues; assists in the formulation and  
30 development of policies, procedures and programs.  
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- 32 • Provides ongoing training in technical and automated library systems.  
33
- 34 • Manages, directs and evaluates personnel, resources and communications to meet  
35 County library needs and assure smooth and efficient library operations; collaborates  
36 with library staff, other County staff and outside agencies in the development and  
37 implementation of library programs, projects and activities.  
38
- 39 • Oversees inventory maintenance of library collections; oversees the acquisition of new  
40 library materials to enhance library collections countywide; directs the processing and  
41 cataloging of new materials; coordinates and assures proper distribution of materials  
42 and purging of obsolete materials.  
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- 44 • Enhances professional development through attendance at professional conferences and  
45 workshops and participation in professional organizations; conducts meetings, training  
46 workshops and special events as assigned; serves on the library management team and  
47 various committees as assigned; works with Black Gold Library System to provide  
48 automation services for library system; may serve on other committees and represent

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49 the library to the community as directed; works with Friends of the Library groups,  
50 volunteer groups and other community organizations in support of library programs and  
51 services, including technical services and acquisition of materials.  
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- 53 • Directs the preparation and maintenance of a variety of narrative and statistical records,  
54 reports and files related to library materials, customers, circulation of materials and  
55 other issues as directed.  
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57 **EMPLOYMENT STANDARDS:**

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59 **Knowledge of:**

- 60 • Principles and practices of public library administration to include management of  
61 operations and activities of a major division of the library system  
62
- 63 • Budget preparation and management  
64
- 65 • Principles and practices of employee relations, supervision and training  
66
- 67 • Principles of collection development and management to include electronic resources  
68
- 69 • Library practices, procedures and terminology, including technology implementation and  
70 support  
71
- 72 • Library classification systems and standard library cataloging practices  
73
- 74 • Applicable laws, codes, regulations, policies and procedures  
75

76  
77 **Ability to:**

- 78 • Plan, organize and direct operations and activities of a major division of a public library  
79 system  
80
- 81 • Manage and direct personnel, resources and communications to meet Library needs and  
82 assure smooth and efficient library operations  
83
- 84 • Collaborate with administrators, personnel and outside agencies in the development and  
85 implementation of library programs, projects, functions, goals, systems, objectives and  
86 activities  
87
- 88 • Recommend adequate personnel, resources and equipment levels to meet library  
89 operational needs  
90
- 91 • Develop and implement strategic plans to include technology planning and collection  
92 development activities  
93
- 94 • Exercise sound independent judgment within general policy guidelines  
95
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- 97 • Establish and maintain division timelines and priorities
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- 99 • Communicate effectively both orally and in writing
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109 master's degree in library science or library and information science. In addition: four years  
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117 position(s) within this class. The duties of a particular position within a multi-position class may  
118 vary from the duties of other positions within the class. Accordingly, the essential functions of a  
119 particular position (whether it be a multi-position class or a single-position class) will be  
120 identified and used by medical examiners and hiring authorities in the selection process. If you  
121 have any questions regarding the duties or the working conditions of the position, please  
122 contact the Human Resources Department at (805) 781-5959.

123

124 Adopted: 05-26-04

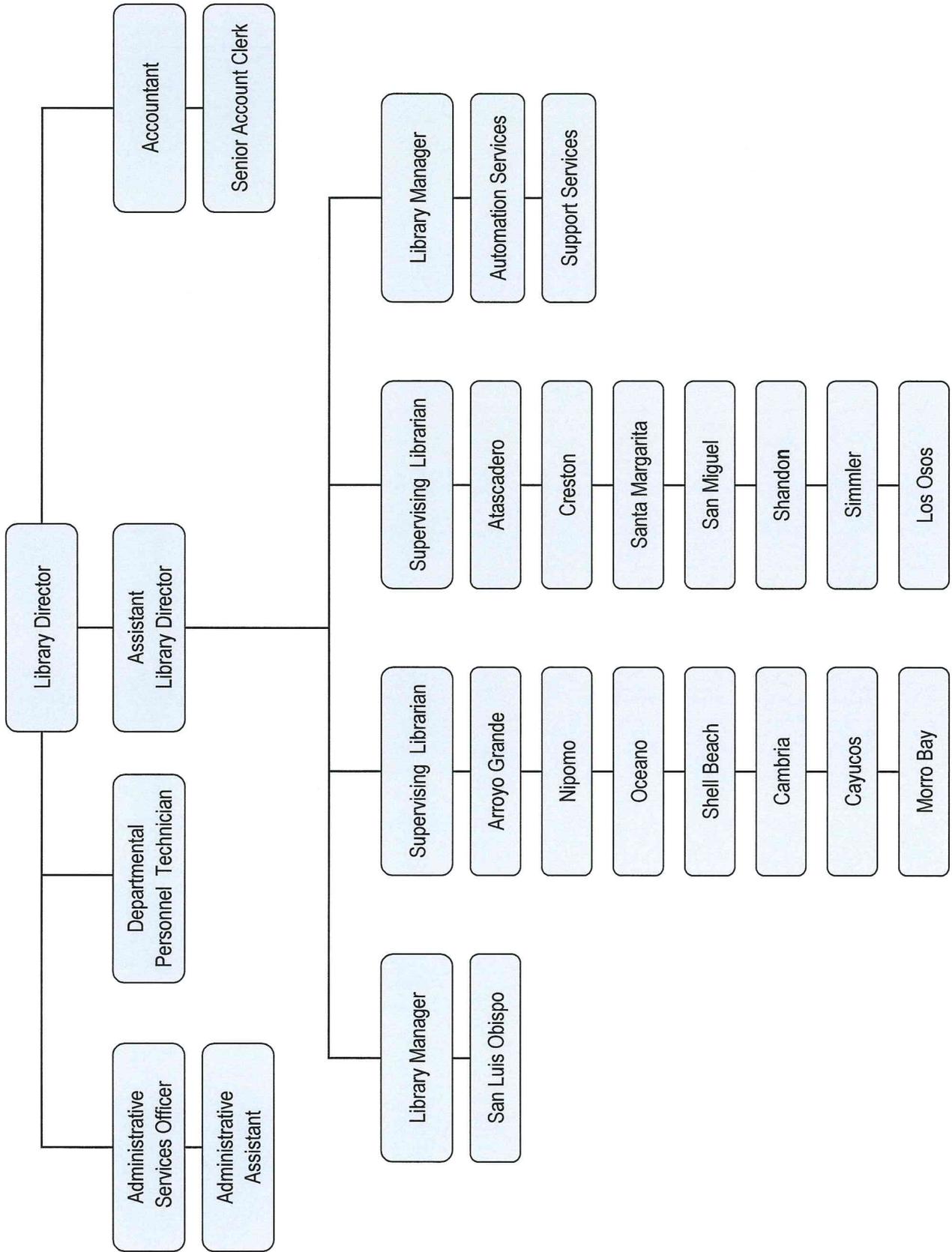
125 BOS Approved: 06-22-04

126 Revised: 06-26-13

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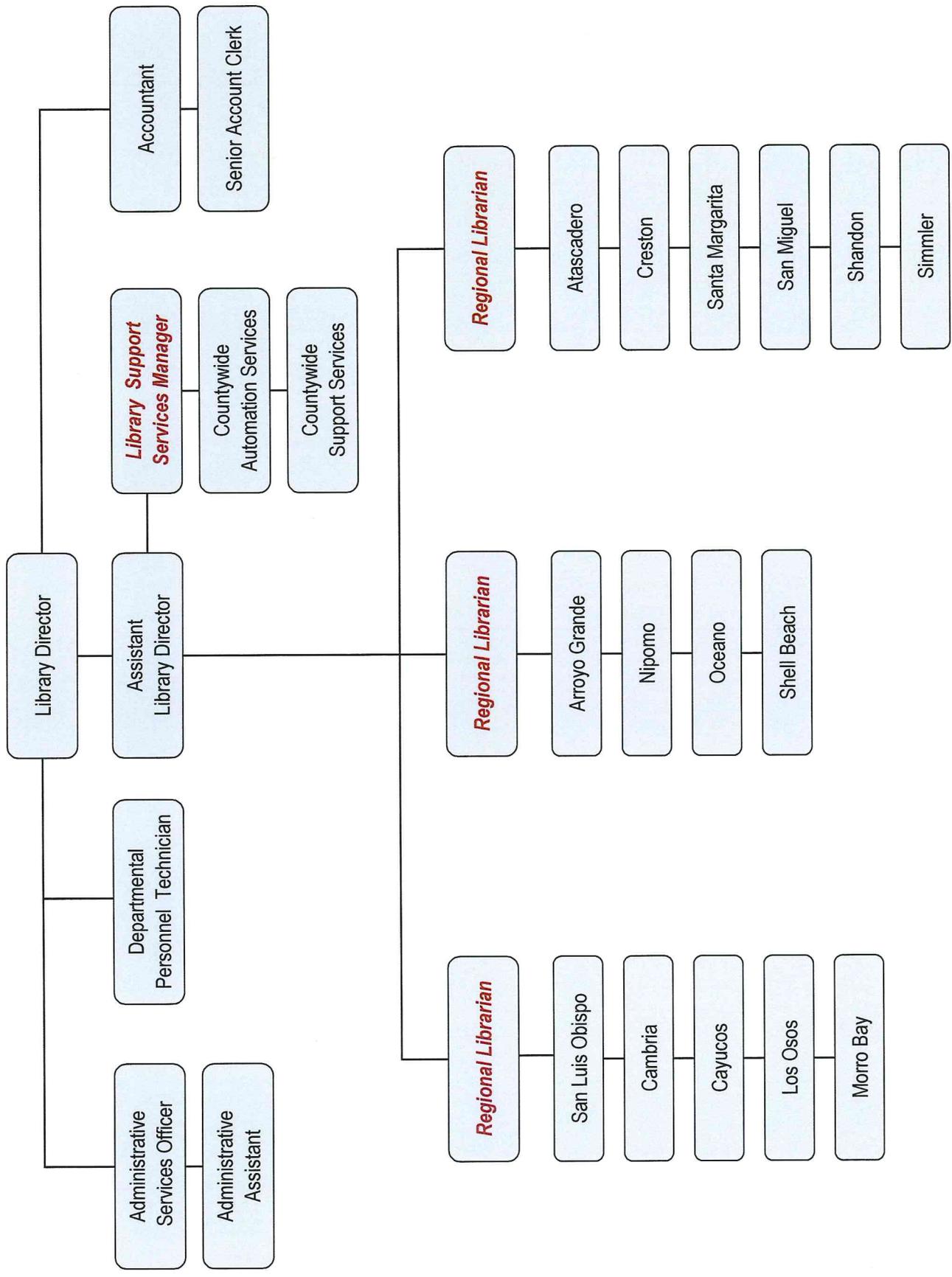
# Library Organizational Chart

Current 2012-13



# Library Organizational Chart

Proposed June 2013



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