



CITY OF CONCORD

Report to Council

FROM: Todd Fabian, Library Director

DATE: July 14, 2021

SUBJECT: Create an Administrative Library Technician job classification to replace Administrative Specialist II job classification with a Labor Grade Change from 11 to Labor Grade 12

Recommendation

Accept this report regarding the Administrative Specialist II position change to an Administrative Library Technician. The incumbent, if successful, would go from Labor Grade and Step 11L to Labor Grade Step 12M at a cost of \$3700.

Background

After discussion and analysis with the Human Resources Director, we have determined that a job classification change is appropriate. The Library's Administrative Specialist II completes nearly all of the same tasks as the Administrative Assistant job classification but is paid two steps below them. The Administrative Specialist II performs the following tasks which are identified in both job classification descriptions: Initiates and tracks evaluations, conducts financial correspondence with the Concord Public Library Foundation, tracks sick time and leave time, processes personal actions on all new staff and informational changes, creates and maintains personnel files, and meets with new employees on establishing appropriate credentials, provides confidential information to the Director on benefits and personnel through HR, handles worker's compensation claims, handles membership and conference registrations and renewals, relays staff meeting notes to all staff, answers telephone/email and letter inquiries to help prioritize what goes to the Library Director. This position also requires a notary public.

Discussion

We are requesting to change the title of the position to Administrative Library Technician. In addition to the above responsibilities, the Administrative Specialist II is responsible for creating all requisitions for purchases, processing invoices for payment, preparing the first step of weekly payroll for staff timesheets, maintaining and overseeing office supplies and inventory of materials, assisting in the annual budget process, balancing the cash register and doing financial deposits daily, preparing monthly and yearly statistics for the Library, preparing the Annual State Library Report and maintaining the application used for reserving museum passes through the

Library. The Administrative Specialist II also coordinates monthly meetings with the Concord Public Library Foundation and the Library Trustees, processes and tracks the City Council De Minimus Reports, and helps manage Library volunteers. This change would go into effect immediately upon passage.

cc: City Manager