



# CITY OF CONCORD

## Report to Mayor and City Council

**DATE:** March 7, 2025  
**TO:** Mayor and City Council  
**FROM:** Jennifer Johnston, Director of Human Resources  
**SUBJECT:** Library Acquisition Technician Position

### **Recommendation**

Approve this report and set a public hearing in May to change Schedule D by adding the new position of Library Acquisition Technician (Labor Grade 14).

### **Background**

The Library will see the retirement of the City's most tenured employee in July, who works as a full time Library Technician (Labor Grade 12), largely responsible for purchasing and building the library's collection with a variety of vendors. In recognition of the knowledge that will be lost as a result of this retirement, the Library has looked to determine a replacement position that would best fit their needs and afford the library time to fill the position so that there may be some training overlap with the retiring staff member.

### **Discussion**

The Library Acquisition Technician requires a unique skill set to conduct research, evaluate findings and make decisions on procurement of materials from a wide variety of vendors. This position serves as the authoritative designee of the Library to articulate the City's purchasing policies and procedures to customers. This position will also learn the core functions of the library from technical services to circulation and reference skills.

Though the labor grade is elevated due to an increase in responsibility and independent judgment, we will be hiring at a lower starting step so that there will be negligible impact to the compensation budget at the Library. The retiring staff member is at the top step (16) of the current labor grade.

CC: Todd Fabian, Library Director  
Thomas J. Aspell Jr., City Manager