



CITY OF CONCORD

Report to Council

FROM: Jennifer Johnston, Director of Human Resources and Labor Relations

DATE: April 28, 2016

SUBJECT: Library Position Title Change

Recommendation

Accept this report regarding a position title change for Concord Public Library to modify the class specification in Schedule D from an Adult Services Manager to an Adult Services Outreach Coordinator with no change in labor grade or salary range.

Background

The Concord Public Library recently experienced the resignation of the Adult Services Manager. This presented an opportunity to modify the position in order to meet the changing needs of the library. This change in title and some functions within the class description would better position the Library to coordinate programs with the community and recruit someone with marketing/public relations skills to get the message out.

Discussion

Recently the Library, working in concert with the Human Resources Department identified an opportunity to modify the Adult Services Manager position with the announcement of a pending resignation. Under the City Manager's direction, whenever a position becomes vacant, departments are directed to fully review the position to determine if the responsibilities can be accomplished in a better way. A meeting was held with the Human Resources Director and the Director of Concord Public Library to review job functions of the Adult Services Manager and it was determined that changing the title and some duties would better serve the department and was the appropriate course of action.

Assigning the position title of Adult Services Outreach Coordinator will assist in drawing candidates during the recruitment who have the requisite background needed to both have the Library experience to manage the Adult Services department and also be able to coordinate outreach services from the Library to the community. Further, this allows the Library to modify the position to include functions that are both related to marketing and public relations as well as the use of social media without changing the labor grade or salary range at this time. With this change to modify the position title and restructure some functions, the department would be better served with no impact to the salary range.

cc: City Manager