



CITY OF CONCORD

Report to Council

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

DATE: December 12, 2019

SUBJECT: Library Position Class Specification 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 and Outreach Coordinator to an Archivist, Reference, and Outreach Coordinator. This title change will have no effect on labor grade or salary range.

Background

The current Adult Services and Outreach Coordinator is leaving employment with the City. This presented an opportunity to modify the position in order to meet the changing needs of the library. By modernizing the position's title and alleviating the branch management duties, this position can focus more on shaping the growing need for archival and preservation skills as part of this position, to better serve the community and its needs.

Discussion

Recently the Library, working in concert with the Human Resources Department, identified an opportunity to modify the Adult Services and Outreach Coordinator position. 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 and Outreach Coordinator 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 Archivist, Reference and Outreach Coordinator will assist in drawing candidates during the recruitment who have the requisite background and experience needed to manage the reference department, guide library outreach, and also be knowledgeable in archival work. With this modification of the position's title and restructuring of job functions, the department would be better served with no impact to the salary range.

cc: City Manager