

**ADOPT RESOLUTION TO AMEND THE PLUMAS COUNTY JOB  
CLASSIFICATIONS PLAN & WAGE RANGE FOR THE  
PLUMAS COUNTY LIBRARIAN #20670**

**WHEREAS**, Plumas County Personnel Rule 5.01 provides amendments to be made by resolution of the classification plan covering all positions in the County service; and

**WHEREAS**, during the Fiscal Year needs may arise to amend the Classification Plan; and

**WHEREAS**, the Plumas County Board of Supervisors requested the Human Resources Director review and revise the County Librarian position classification and wage range of 3121; and

**WHEREAS**, the Human Resources Director has updated and incorporated modifications to the job description and wage range to the job classification of County Librarian.

NOW, THEREFORE BE IT RESOLVED by the Plumas County Board of Supervisor as follows:

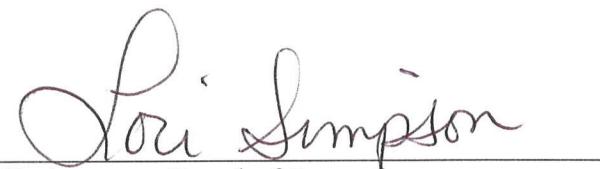
The job description for the classification attached hereto is approved, and the County's classification plan is hereby amended at the wage range listed for this 1.0 FTE funded and allocated positions.

The foregoing Resolution is duly passed and adopted by the Board of Supervisors of the County of Plumas, State of California, at a regular meeting of said Board held on the 11<sup>th</sup> day of July, 2017 by the following vote:

AYES: SUPERVISORS THRALL, GOSS, SANCHEZ, SIMPSON

NOES: SUPERVISOR ENGEL

ABSENT: NONE

  
\_\_\_\_\_  
Chairperson, Board of Supervisors

ATTEST:

  
\_\_\_\_\_  
Clerk of the Board

# Exhibit A

County Librarian  
Ten (10) County Comparable Wage Survey

	County Librarian
Amador	\$ 45.79
Calaveras	\$ 38.93
Colusa	\$ 39.89
Del Norte	n/a
Glenn	n/a
Inyo	\$ 26.54
Lassen	n/a
San Benito	\$ 44.76
Tehama	\$ 33.71
Tuolumne	\$ 35.59
sum	\$ 265.22
Average	\$ 37.89
Plumas	\$ 24.52
<b><i>Proposed</i></b>	\$ 31.24

As of June 2017

**COUNTY LIBRARIAN****DEFINITION**

Under administrative directions, plans, organizes, manages, directs, and supervises the activities, programs, and services of the Plumas County Public Library system. This position performs complex administrative, budgetary, systems, statistical and other management analyses for projects, grants activities, and functions for the Library department. The County Librarian is responsible for the fiscal management, personnel management, program planning and evaluation, and public relations. Represents library activities, programs, and services the public. Represent the Plumas County Library System with the public, boards, and other government agencies. The County Librarian performs related professional and administrative work as required.

**DISTINGUISHING CHARACTERISTICS**

This is a single, department head position which oversees and directs the functions and activities of the Plumas County Library system. Responsibilities include directing, coordinating, and supervising the work of staff, preparing and administering the budget, and performing a broad range of professional library work.

**REPORTS TO**

Board of Supervisors, in the absence of the County Administrative Officer

**CLASSIFICATIONS DIRECTLY SUPERVISED**

Librarian, Branch Library Assistant, Fiscal and Technical Assistant I & II, Library Technician, and Library Literacy Program Coordinator

## **COUNTY LIBRARIAN - 2**

### **EXAMPLES OF DUTIES**

- Plans, organizes, directs, coordinates, and administers the County Library system, ensuring effective and efficient operations and the provision of quality library services for the County.
- Formulates and implements library policies and procedures; develops plans for the enhancement of library operations and services to meet the need of the community.
- Prepares annual operating and program budgets; monitors and approves expenditures and account transfers, and prepares required financial reports.
- Controls fiscal expenditures and revenues.
- Prepares and submits grant proposals for additional funding; actively solicits donations and fund raising.
- Directs and reviews grant preparation, grant management, compliance, with reporting requirements, and fiscal management of grants.
- Prepares specifications for the purchase of library equipment; ensures proper maintenance and utilization of such equipment.
- Prepares and submits annual reports to the State Library.
- Develops and recommends Department goals, objectives and policies.
- Hires, assigns, supervises, monitors and evaluates the work of Library personnel; hires employees and administers disciplinary action as appropriate in accordance with Plumas County Personnel Rules.
- Performs Library program planning and evaluation.
- Directs the gathering of information and the preparation of reports.
- Plans and develops new library services.
- Represents the Library with the community, other County staff, North State Cooperative Library System, and other organizations.
- Serves as the Library advocate.
- Deals with the most sensitive public complaint issues.
- Establishes guidelines and directs the selection and maintenance of the Library collection.
- Performs a wide range of professional Library services.
- Develops workshops.
- Coordinates Library functions with other libraries.
- Performs a wide range of administrative and management responsibilities.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

## **COUNTY LIBRARIAN - 3**

### **TYPICAL WORKING CONDITIONS**

Work is performed in a library and office environment; contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Principles of library management and administration including policies of the Department.
- Professional library science principles, practices, and methods.
- Library cataloging and classification systems.
- Applicable Federal, State, County, and Department laws, regulations, policies and procedures.
- County Library policies, rules, and regulations.
- Development of library programs and media collections for patrons.
- Library reference materials, sources, and techniques.
- Reader interest levels in books and authors.
- Techniques for providing a high level of customer service to public and County staff.
- Supervisory concepts and principles.
- Administrative principles involved in developing, directing and supervising various public library programs.
- Modern office practices, methods, computer equipment, computer software and computer system administration.
- Public and community relations.
- Principles of budget development and administration including record keeping principles and procedures.
- Public personnel methods and principles.
- Grant development and administration.
- Computer applications for library services and related to work.
- Principles of program development, management, supervision, and training.

#### **Ability to:**

- Plan, organize, manage, and supervise the functions and services of the Plumas County system.
- Provide supervision, training, and evaluation for Library staff.
- Catalog and classify library material.
- Assist with difficult reference problems.
- Maintain high personal standards of ethics and integrity
- Use tact, initiative, prudence and independent judgement within general policy, procedural and legal guidelines
- Maintain significant flexibility in daily operations and decision making

## COUNTY LIBRARIAN - 4

### **Ability to continued:**

- Read and interpret complex materials pertaining to the responsibilities of the job
- Gather, organize, analyze, and present a variety of data and information in a clear and concise manner.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software in professional library work.
- Effectively represent the County Library in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.
- Use independent judgement and discretion in supervising various programs.
- Interact effectively with persons of different social, economic, and ethnic backgrounds.

### **Training and Experience:**

Qualifications needed for this position:

Equivalent to the completion of twelfth (12<sup>th</sup>) grade and requires graduation from an accredited college or university with a Master's degree in library science (MLS). There is no substitution for the required MLS.

Four (4) to six (6) years of progressively responsible experience, preferably in a library or education setting is required. Three (3) years of professional experience in a public library is highly desirable.

**Special Requirements:** Must possess a valid driver's license at time of application and a valid California Driver's License by the time of appointment. The valid California License must be maintained throughout employment.

All County of Plumas employees are designated Disaster Service Workers through State law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are Required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.

## COUNTY LIBRARIAN

**DEFINITION**

Under administrative directions, plans, organizes, manages, directs, and supervises the activities, programs, and services of the Plumas County Public Library system. This position performs complex administrative, budgetary, systems, statistical and other management analyses for projects, grants activities, and functions for the Library department. The County Librarian is responsible for the fiscal management, personnel management, program planning and evaluation, and public relations. Represents library activities, programs, and services the public. Represents the Plumas County Library System with the public, boards, and other government agencies. The County Librarian performs related professional and administrative work as required. fiscal management, personnel management, program planning and evaluation, and public relations; to represent library activities, programs, and services with the public; to represent the County Library System with the public, boards, and other government agencies; to perform professional library services; to perform special assignments as directed; to provide administrative support for the Board of Supervisors and the County Administrative Officer; and to do related work as required.

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**DISTINGUISHING CHARACTERISTICS**

This is a single, department head position class for the position which oversees and directs the functions and activities of the Plumas County Library system. Responsibilities include directing, coordinating, and supervising the work of staff, preparing and administering the budget, and performing a broad range of professional library work.

**REPORTS TO**

Board of Supervisors, in the absence of the County Administrative Officer

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**CLASSIFICATIONS DIRECTLY SUPERVISED**

Librarian, Branch Library Assistant, Fiscal and Technical Assistant I & II, Library Technician, and Library Literacy Program Coordinator

## COUNTY LIBRARIAN - 2

### EXAMPLES OF DUTIES

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- Plans, organizes, directs, coordinates, and administers a program of the County Library system, ensuring effective and efficient operations and the provision of quality library services for the County.
- Formulates and implements library policies and procedures; develops plans for the enhancement of library operations and services to meet the need of the community.
- Prepares annual operating and program budgets; monitors and approves expenditures and account transfers, and prepares required financial reports.
- Controls fiscal expenditures and revenues.
- Prepares and submits grant proposals for additional funding; actively solicits donations and fund raising.
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- Directs and reviews grant preparation, grant management, compliance, with reporting requirements, and fiscal management of grants.
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- Prepares specifications for the purchase of library equipment; ensures proper maintenance and utilization of such equipment.
- Prepares and submits annual reports to the State Library
- Develops and recommends Department goals, objectives and policies.
- Hires, assigns, supervises, monitors and evaluates the work of Library personnel; hires employees and administers disciplinary action as appropriate in accordance with Plumas County Personnel Rules.
- Performs Library program planning and evaluation.
- Directs the gathering of information and the preparation of reports.
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### TYPICAL PHYSICAL REQUIREMENTS

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<#>Controls fiscal expenditures and revenues.¶  
<#>Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.¶  
<#>Directs and reviews grant preparation, grant management, compliance, with reporting requirements, and fiscal management of grants.¶  
<#>Counsels staff as warranted.¶

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<#>Hires, supervises, evaluates, and insures proper training of Department staff in accordance with County Personnel Rules.¶  
<#>Directs and reviews grant preparation, grant management, compliance, with reporting requirements, and fiscal management of grants.¶  
<#>Counsels staff as warranted.¶

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<#>Counsels staff as warranted.¶

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COUNTY LIBRARIAN - 3¶

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## COUNTY LIBRARIAN - 3

### TYPICAL WORKING CONDITIONS

Work is performed in a library and office environment; contact with staff and the public.

### DESIRABLE QUALIFICATIONS

#### Knowledge of:

- Principles of library management and administration including policies of the Department.
- Professional library science principles, practices, and methods.
- Library cataloging and classification systems.
- Applicable Federal, State, County, and Department laws, regulations, policies and procedures.
- County Library policies, rules, and regulations.
- Development of library programs and media collections for patrons.
- Library reference materials, sources, and techniques.
- Reader interest levels in books and authors.
- Techniques for providing a high level of customer service to public and County staff.
- Supervisory concepts and principles
- Administrative principles involved in developing, directing and supervising various public library programs.
- Modern office practices, methods, computer equipment, computer software and computer system administration
- Public and community relations.
- Principles of budget development and administration including record keeping principles and procedures.
- Public personnel methods and principles.
- Grant development and administration.
- Computer applications for library services and related to work.
- Principles of program development, management, supervision, and training.

#### Ability to:

- Plan, organize, manage, and supervise the functions and services of the Plumas County system.
- Provide supervision, training, and evaluation for Library staff.
- Catalog and classify library material.
- Assist with difficult reference problems.
- Maintain high personal standards of ethics and integrity
- Use tact, initiative, prudence and independent judgement within general policy, procedural and legal guidelines
- Maintain significant flexibility in daily operations and decision making

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## COUNTY LIBRARIAN - 4

- ~~Provide patron assistance.~~
- ~~Read and interpret complex materials pertaining to the responsibilities of the job.~~
- Gather, organize, analyze, and present a variety of data and information in a clear and concise manner.
- Prepare, clear, concise and accurate records and reports.
- Prepare promotional and informational materials.
- Use a personal computer and appropriate software in professional library work.
- Effectively represent the County Library in answering questions, responding to inquiries, providing assistance, and dealing with requests from the public, community organizations, other County staff, and other agencies.
- Establish and maintain cooperative working relationships.
- Use independent judgement and discretion in supervising various programs
- Interact effectively with persons of different social, economic, and ethnic backgrounds

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**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### Qualifications needed for this position:

Equivalent to the completion of twelfth (12<sup>th</sup>) grade and requires graduation from an accredited college or university with a Master's degree in library science (MLS). There is no substitution for the required MLS.

Four (4) to six (6) years of progressively responsible experience, preferably in a library or education setting is required. Three (3) years of professional experience in a public library is highly desirable.

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**Deleted:** Broad and extensive experience in professional work, including at least two (2) years of experience in a management or supervisory capacity. ¶

¶ Possession of Masters of Library Science (MLS) degree from an American Library Association accredited library school, preferably with additional study library, business, and/or public administration.¶

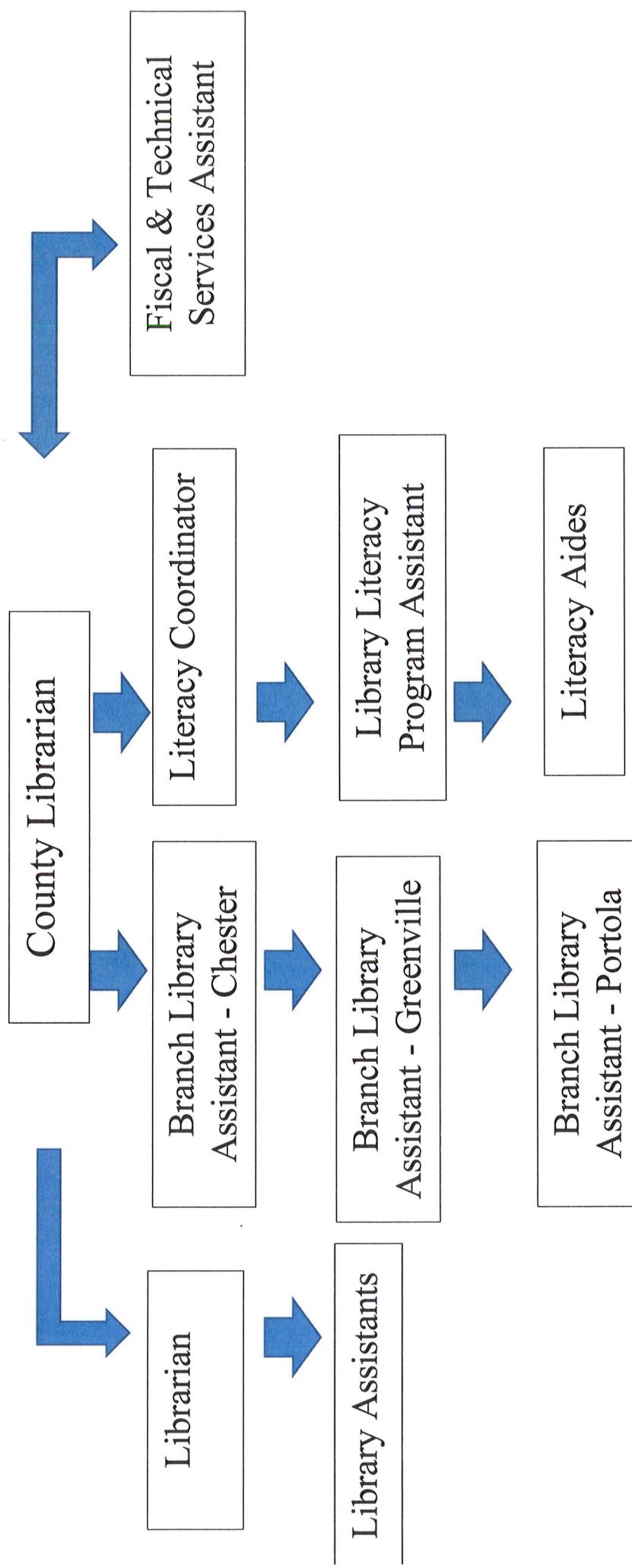
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# Exhibit B

# Plumas County Library Organizational Chart



# Exhibit C

