



# Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

## Board Clerk Use Only

**Meeting Date:** 12/04/14  
**Agenda Item #:** C.5  
**Est. Start Time:** 9:30 a.m.  
**Date Submitted:** 11/10/14

**Agenda Title:** **BUDGET MODIFICATION # LIB-02-15: Reclassifying a 1.00 FTE Program Manager 1 to Library Manager Senior.**

**Requested Meeting Date:** 11/20/2014 **Time Needed:** N/A

**Department:** 80 - Library **Division:** Programming and Community Outreach

**Contact(s):** Daniel Flanigan

**Phone:** 503-988-5431 **Ext.**  **I/O Address** 317/Admin

**Presenter Name(s) & Title(s):** Consent Calendar

## General Information

### 1. What action are you requesting from the Board?

Requesting approval of Budget Modification LIB-02-15 to reclassify a 1.00 FTE Program Manager 1 in the Library's Programming and Community Outreach Division to a 1.00 FTE Library Manager Senior.

### 2. Please provide sufficient background information for the Board and the public to understand this issue. Please note which Program Offer this action affects and how it impacts the results.

Classification request #2608 has been approved by the Class Comp unit of Central HR to reclassify filled existing position 708304 from a 1.00 FTE Program Manager 1 (9615) to a 1.00 FTE Library Manager Senior (9782) in the Library's Programming and Community Outreach (program offer 80005). Incumbent to be reclassified with the position.

This filled position within the Library's Programming and Community Outreach division is requested for reclassification from a Program Manager 1 (9615) to a Library Manager Senior (9782) as a result of a broader scope of work that has evolved since January 2013. The primary purpose of this leadership position is to plan, direct and manage the work of division staff in the areas of public programming, community outreach, public training, reader's services, and partnership initiatives, and to work closely with the directors of the Central Library, Neighborhood Libraries, Systemwide Access and Information Services, and Youth Services. This position is responsible for establishing

authorizing, and monitoring goals, policies, and procedures for the division; ensuring programs, outreach, trainings, reader's services, and partnerships are consistent with the mission and goals of the library; serving as a member of the Information Services (IS) Management Team overseeing the implementation of IS programs and services, developing goals and objectives, and evaluating programs and services; establishing and monitoring content, quality and other standards for division activities; engaging in long-range planning activities; reviewing and evaluating the work of the division; analyzing and recommending systemwide projects; participating in the development of the department work plan, strategic priorities, goals, and objectives; selecting, training, coaching, motivating and evaluating staff; assigning work, overseeing schedules, and supervising the work of volunteers; preparing and monitoring the division budget; monitoring and approving expenditures; researching, developing, and overseeing grant opportunities; developing and maintaining relationships with key community members, non-profit groups, and other stakeholders; and initiating new partnerships with outside organizations.

The incumbent's qualifications include a Master's degree in Library Science from an American Library Association accredited university; and five years of experience in library program management, including three years of supervisory experience.

**3. Explain the fiscal impact (current year and ongoing).**

There is no net impact to the Library Fund for the current fiscal year. In Programming and Community Outreach, the permanent personnel budget is increased \$6,865, which is offset by a decrease in the professional service budget.

Ongoing, the personnel budget in Programming and Community Outreach will increase \$6,865.

**4. Explain any legal and/or policy issues involved.**

N/A

**5. Explain any citizen or other government participation.**

N/A

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**Budget Modification**

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**6. What revenue is being changed and why? If the revenue is from a federal source, please list the Catalog of Federal Assistance Number (CFDA).**

N/A

**7. What budgets are increased/decreased?**

In Programming and Community Outreach:  
Permanent Salary increased \$4,882  
Salary Related Expenses increased \$1,654  
Insurance increased \$329  
Professional Services decreased \$6,865

**8. What do the changes accomplish?**

This reclassification allows the Library to better meet the challenges presented from the evolution of position 709304, and the incumbent duties, since January 2013.

**9. Do any personnel actions result from this budget modification?**

Yes, a 1.00 FTE Program Manager 1 in Library Programming and Community Outreach is being reclassified to a 1.00 Library Manager Senior.

**10. If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**

N/A

**11. Is the revenue one-time-only in nature? Will the function be ongoing? What plans are in place to identify a sufficient ongoing funding stream?**

N/A

**12. If a grant, what period does the grant cover? When the grant expires, what are funding plans? Are there any particular stipulations required by the grant (e.g. cash match, in kind match, reporting requirements, etc)?**

The Library Senior position will be included in ongoing budgets.

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### Required Signature

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<b>Elected Official or Dept. Director:</b>	<u>Vailey Oehlke /s/</u>	<b>Date:</b>	<u>11/6/2014</u>
<b>Budget Analyst:</b>	<u>Chris Yager /s/</u>	<b>Date:</b>	<u>11/10/2014</u>
<b>Department HR:</b>	<u>Shelly Kent /s/</u>	<b>Date:</b>	<u>11/6/2014</u>
<b>Countywide HR:</b>	<u>Karie Miller /s/</u>	<b>Date:</b>	<u>11/6/2014</u>