



Multnomah County Agenda Placement Request Budget Modification

(Revised 9/23/13)

Board Clerk Use Only

Meeting Date: _____

Agenda Item #: _____

Est. Start Time: _____

Date Submitted: _____

Agenda Title: BUDGET MODIFICATION # LIB-04-15: Reclassifying a 1.0 FTE Department Director 1 position to Department Director 2

Requested Meeting Date: _____ **Time Needed:** N/A

Department: 80 - Library **Division:** Department Administration

Contact(s): Daniel Flanigan

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

Presenter Name(s) & Title(s): N/A - Consent agenda

General Information

1. What action are you requesting from the Board?

Requesting approval of Budget Modification LIB-04-15 to reclassify a 1.00 FTE Department Director 1 in the Library Director's Office to a 1.00 FTE Department Director 2.

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 #2735 has been approved by the Class Comp unit of Central HR to reclassify filled position #701221 from a Department Director 1 (9610) to a Department Director 2 (9613) in the Library Director's Office (program offer 80007). Incumbent to be reclassified with the position.

The Library Director position is currently classified as a Department Director 1, but the scope of work, responsibility and salary are better aligned with the Department 2 classification, especially since the Library recently became its own district.

The Multnomah County Library is nationally regarded as one of the best urban library systems in the country and has consistently received national awards and recognition. It is the most visible County department serving the highest number of county residents on a daily basis. Library services are provided through nineteen public libraries open seven days a week, as well as through hundreds of outreach sites throughout the County. The creation of the library as its own

separate district was approved by County voters in 2012 and the Library Director is responsible for the district's leadership, vision, planning, direction and accountability.

This position is responsible for strategic leadership and direction including developing the vision to ensure transformation to a 21st century library; continuing leadership on a national level; working with the Chair's Office, the Library District Board, Commissioners, other state and local elected officials, and other county department directors on the development of County policy and strategic decisions; developing and overseeing the implementation of district policies, goals, objectives, and administrative procedures; providing oversight of assets, buildings, and library collections; prioritizing service needs based on County, district and community needs, goals and objectives. This position is also responsible for responding to crises and sensitive media situations involving library services; responding to and resolving difficult and sensitive citizen inquiries and complaints; representing the Library District at various local, state, and national professional groups and committees; making presentations and giving speeches; leading, contributing, and participating in national library initiatives; serving on nationwide committees; providing national leadership as the president of the Public Library Association; advocating and engaging in the discussion of issues affecting public libraries nationally and globally; engaging with stakeholder groups for policy and service direction; creating a climate of acceptance for new library concepts, programs and services, and a positive, high-quality image of the district through contact with civic organizations, community groups and individual members of the public; exercising supervision of the entire library staff through key executives; leading the development of the district's budget, and monitoring expenditure and revenue trends; directing the forecast of resources needed for staffing, equipment, materials and supplies; and leading the overall funding strategy, including securing new sources of revenue from grants and implementation of projects funded through gifts to the Library Foundation.

The incumbent's qualifications include a Master's Degree in Library and Information Science, over seventeen years of professional librarian and management level experience, including twelve years of increasingly responsible experience with the Multnomah County Library, and serves/has served on various boards, committees, and associations.

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

There is no fiscal impact in the current fiscal year. On going fiscal impact is limited to the increase in pay grade from Department Director 1 (pay grade 234) to Department Director 2 (pay grade 235) and will be covered within existing resources.

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

N/A

5. Explain any citizen or other government participation.

N/A

Budget Modification

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).

No revenue is changed.

7. What budgets are increased/decreased?

No budgets are changed.

8. What do the changes accomplish?

Allows the Library to better retain the appropriate knowledge, skills, abilities and experience required to ensure that the Library's needs are met.

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

Yes, a filled 1.00 FTE Department Director 1 is reclassified to a Department Director 2 in the Library Director's office.

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 Department Director 2 position will be included in future Library Department budgets.

Required Signature

**Elected Official or
Dept. Director:** _____

Date: _____

Budget Analyst: _____

Date: _____

Department HR: _____

Date: _____

Countywide HR: _____

Date: _____