



MULTNOMAH COUNTY AGENDA PLACEMENT REQUEST BUDGET MODIFICATION

(revised 08/02/10)

Board Clerk Use Only

Meeting Date: 3/29/12

Agenda Item #: C.3

Est. Start Time: 9:30 am

Date Submitted: 3/15/12

BUDGET MODIFICATION: LIB -06

BUDGET MODIFICATION # LIB-06 Reclassifying One Filled Position in
Agenda Title: Central Library

Note: For all other submissions (i.e. Notices of Intent, Ordinances, Resolutions, Orders or Proclamations) please use the APR short form.

Requested Meeting Date: April 5, 2012 **Amount of Time Needed:** Consent
Department: Library **Division:** Central Library
Contact(s): Shelly Kent
Phone: 503-988-3908 **Ext.** **I/O Address:**
Presenter Name(s) & Title(s): NA

General Information

1. What action are you requesting from the Board?

Requesting Board approval to reclassify one 1.0 FTE filled Access Services Manager position to a Library Administrator position in Central Library's Stack Services. Incumbent is being reclassified with the position.

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.

Reclassification Request #1850 has been approved by the Class/Comp Unit of Central HR to reclassify one existing position from Access Services Manager (9795) to Library Administrator (9776).

Rationale for Classification Decision:

This position is responsible for managing and directing Access Services in the Central Library, which includes Patron Account Services, Circulation and Stack Services. The

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scope of this position's responsibilities has grown and is now more in line with the Library Administrator class due to increased responsibility in strategic planning and professional and organizational development. Library Administrators typically plan, organize, direct and supervise library programs, operations and services for the Central Library or a neighborhood library branch. Several key Library Administrator functions are consistent with this position's responsibilities and include: managing and supervising library operations and services; participating in strategic planning and continuous operations improvement efforts; setting priorities/objectives and evaluating program goals; and managing projects that enhance the library's goals and services.

Qualifications for Library Administrator are equivalent to a Bachelor's degree and three years of increasingly responsible library experience in areas such as in the areas of reference and reader's advisory, circulation services, stacks services management, collection development and management, or library public programming. A minimum of one year of lead or supervisory experience is also required. The incumbent has approximately 12 years of library experience, including 7 years in leading/supervising/managing stacks and circulation services. The incumbent's responsibility to manage Access Services in the Central Library is consistent with the intent of the Library Administrator classification.

The Access Services Manager (9795) classification (a single incumbent class) will be deleted from the Classification Plan with the implementation of this reclassification decision.

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

There is no fiscal impact in the Library Fund for the current year and ongoing.

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

Not applicable.

5. Explain any citizen and/or other government participation that has or will take place.

Not applicable.

ATTACHMENT A

Budget Modification

If the request is a Budget Modification, please answer all of the following in detail:

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

There is no change in revenue in the Library Fund.

- **What budgets are increased/decreased?**

No budget is increased or decreased.

- **What do the changes accomplish?**

The change in classification more accurately reflects the level and scope of job duties.

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

In the Central Library a 1.0 FTE Access Services Manager (9795) will be reclassified to a Library Administrator (9776) position.

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- **If a grant, is 100% of the central and department indirect recovered? If not, please explain why.**
Not applicable.
- **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?**
Not applicable.
- **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 (i.e. cash match, in kind match, reporting requirements etc)?**
Not applicable.

NOTE: If a Budget Modification or a Contingency Request attach a Budget Modification Expense & Revenues Worksheet and/or a Budget Modification Personnel Worksheet.

ATTACHMENT B

BUDGET MODIFICATION: LIB-06

Required Signatures

| | | |
|---|--------------------------|----------------------|
| Elected Official or Department/ Agency Director: | Vailey Oehlke /s/ | Date: 3/15/12 |
| | Ching Hay /s/ | 3/15 |
| Budget Analyst: | | Date: |
| | Shelly Kent /s/ | 3/15 |
| Department HR: | | Date: |
| | John Kaneski /s/ | 3/15 |
| Countywide HR: | | Date: |

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