



## Legislation Text

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**File #:** ORD 17-057, **Version:** 1

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Consideration of and action on an ordinance amending the FY 2016-2017 employee classification scale for full time (classified) employees.

### Summary:

The Assistant Director/Head of Adult Services role has been open for six months. We have had a few experienced applicants, but each of those candidates ended up pursuing other opportunities. The Assistant Director portion of the role is vital to the day-to-day operations of the Library and needs to be filled. Bill Philibert has done a salary survey and determined that the salary for current job posting is significantly less than market salary for an Assistant Library Director position.

In order to fill this position, the Library would like to restructure two professional roles in order to create a new Assistant Director/Library Technical Services Supervisor (Grade 11) and a Head of Adult Services position (Grade 9). This would allow us to promote an existing employee who is currently the Library Technical Services Supervisor (Grade 9) into the Assistant Director/Library Technical Services Supervisor role and then create a new role, which would be the Head of Adult Services (Grade 9). The current Library Technical Services supervisor holds a Masters of Library Science degree and has been with the Library since 2012. Increasing the pay grade of the Assistant Director position recognizes the added duties of this position and brings it in line with the market data.

The newly created Head of Adult Services position would still require a Masters of Library Science and some supervisory experience, but not have the added responsibilities of staff and building management. The Head of Adult Services would be in charge of the Reference section and responsible for programming.

### Fiscal/Budgetary Impact:

The Budget impact would be minimal this year (FY 2016-2017) because the Assistant Director role has been vacant since March. The budget impact next year (FY 2017-2018) would be a projected net increase of approximately \$3,992.

Approve the proposed ordinance amending the FY 2016-2017 employee classification scale for full time (classified) employees. This would be effective August 15, 2017.