

Classification**Library****Duties and Responsibilities**

The fundamental reason this classification exists is to perform a full range of professional library work.

Training, Experience and Qualifications

A Master's degree in Library Science from an American Library Association accredited school; or a degree related to the area of specialization, and public library experience at the paraprofessional or professional level.

Classified Employee Association

	1	2	3	4	5
Library Technician 1					
Annual Salary	32,614	34,245	35,957	37,755	39,643
Monthly Salary	2,718	2,854	2,996	3,146	3,304
Bi-Weekly	1,254	1,317	1,383	1,452	1,525
Hourly Salary	15.68	16.46	17.29	18.15	19.06
Librarian 9					
Annual Salary	49,088	51,542	54,120	56,825	59,667
Monthly Salary	4,091	4,295	4,510	4,735	4,972
Bi-Weekly	1,888	1,982	2,082	2,186	2,295
Hourly Salary	23.60	24.78	26.02	27.32	28.69

Confidential Exempt

	1	2	3	4	5	6	7	8	9	10
Library Services Manager 28										
Annual Salary	61,298	62,830	64,401	66,011	67,661	69,353	71,086	72,864	74,685	76,552
Monthly Salary	5,108	5,236	5,367	5,501	5,638	5,779	5,924	6,072	6,224	6,379
Bi-Weekly	2,358	2,417	2,477	2,539	2,602	2,667	2,734	2,802	2,873	2,944
Hourly Salary	29.47	30.21	30.96	31.74	32.53	33.34	34.18	35.03	35.91	36.80

Executive Management Employees

	1	2	3	4	5	6	7	8	9	10
Community Service and Library Directors 39										
Annual Salary	84,011	86,111	88,264	90,471	92,733	95,051	97,427	99,863	102,359	104,918
Monthly Salary	7,001	7,176	7,355	7,539	7,728	7,921	8,119	8,322	8,530	8,743
Bi-Weekly	3,231	3,312	3,395	3,480	3,567	3,656	3,747	3,841	3,937	4,035
Hourly Salary	40.39	41.40	42.43	43.50	44.58	45.70	46.84	48.01	49.21	50.44
Finance, Planning, and Public Works Directors 40										
Annual Salary	97,323	99,756	102,450	104,806	107,426	110,112	112,865	115,686	118,579	121,543
Monthly Salary	8,110	8,313	8,521	8,734	8,952	9,176	9,405	9,641	9,882	10,129
Bi-Weekly	3,743	3,837	3,933	4,031	4,132	4,235	4,341	4,449	4,560	4,675
Hourly Salary	46.79	47.96	49.16	50.39	51.65	52.94	54.26	55.62	57.01	58.43
Fire Chief and Police Captain 41										
Annual Salary	96,200	98,605	101,071	103,597	106,187	108,842	111,563	114,352	117,211	120,141
Monthly Salary	8,017	8,217	8,423	8,633	8,849	9,070	9,297	9,529	9,768	10,012
Bi-Weekly	3,700	3,793	3,887	3,985	4,084	4,186	4,291	4,398	4,508	4,621
Hourly Salary	46.25	47.41	48.59	49.81	51.05	52.33	53.64	54.98	56.35	57.76
Public Safety Director / Police Chief 42										
Annual Salary	112,014	114,814	117,685	120,627	123,643	126,734	129,902	133,149	136,478	139,890
Monthly Salary	9,335	9,568	9,807	10,052	10,304	10,561	10,825	11,096	11,373	11,658
Bi-Weekly	4,308	4,416	4,526	4,639	4,755	4,874	4,996	5,121	5,249	5,380
Hourly Salary	53.85	55.20	56.58	57.99	59.44	60.93	62.45	64.01	65.61	67.25

Summary of Benefits Classified Employees Assoc.



City of Sierra Madre

232 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

(626) 355-7135

Fax (626) 355-2251

www.cityofsierramadre.com

PERS Retirement

- Classic Members
 - 2.5% @ 55 misc
 - EE contributes 8% of salary
 - Single highest year calculation
- New Members
 - 2% @ 62 misc.
 - EE contributes 50% of normal cost
 - Three highest years calculation
- Level IV Survivor benefit

Supplemental Retirement – LIUNA

- 1.38% of base salary to LIUNA supplemental retirement plan

Medical, Dental & Vision Insurance

- PERS Medical Plans available (HMO/PPO)
- City paid \$650/month for employee and dependents plus 25% of the amount in excess of \$650 a month
- \$325/month stipend for employees enrolled in alternate group insurance

Life & Accidental Death Insurance

- Term Life Policy \$50,000 coverage

Sick Leave

- Accruable at 96 hours per year

Vacation Leave

- 96 hours of accrual per year, additional accrual after four years
- Buy back option, with limitations

Foreign Language Bonus

- \$750 bonus for reading and writing a second language if you work at a public counter

Good Driving Incentive

- If required to obtain and maintain a valid Class B License - \$350 year-end bonus

Water & Sewer Stipends

- First level certificates \$115 per month;
- Second level certificates \$265 per month (non-inclusive)

Holidays

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve (4 hours)
- Christmas Day
- Work days between Christmas & New Year's (non-Public Works Yard employees)
- New Year's Eve (4 hours)*
- Three Floating Holidays*

**Public Works Yard employees only*

Tuition Reimbursement

- Up to \$10,000 for cost of tuition.

Computer Loan Program

- Up to \$3,000 low interest loan

Deferred Compensation

- Plans with ICMA

Flexible Spending Program

- Medical (\$2,550 annually)
- Childcare/parent care (\$5,000 annually)

Alternative Work Week

- 9/80 work week

Employee Assistance Program

- Health EAP
- WorkLife Services
- Confidential Advice

Ancillary Benefits

- Accident Insurance
- Additional Life Insurance
- Cancer Insurance
- Disability Insurance

Summary of Benefits Management Employees



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PERS Retirement

- Classic Members
 - 2.5% @ 55 misc. / 3% @ 55 safety
 - Single highest year calculation
- New Members
 - 2% @ 62 misc. / 2.7% @ 57 safety
 - Three highest years calculation
- Level IV Survivor benefit

Medical, Dental, & Vision Insurance

- PERS Medical Plans available (HMO/PPO)
- City provides \$1,500/month towards premiums for employee and dependents
- \$325/month stipend for employees enrolled in alternate group insurance

Life & Accidental Death Insurance

- Term Life Policy \$100,000 for employee

Disability

- City pays full cost of short- and long-term disability insurance

Deferred Compensation

- Income may be deferred through plans with ICMA
- City contributes \$100 per pay period (\$2,600 annually)

Vacation Leave

- 96 hours per year, with additional accrual for each year of service after four years
- For new hires, vacation based on years of public service
- Buy back option, with limitations

Management Leave

- 80 hours per year at July 1
- Buy back at anytime

Sick Leave

- Accruable at 96 hours per year
- Buy back option, with limitations

Retirement Health Savings Program

- Employee contribution \$100 per pay period (\$2,600 annually)

Holidays*

- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve (4 hours)
- Christmas Day
- Work days between Christmas & New Year's

**Safety employees receive 104 hour bank July 1st in lieu of the above holidays*

Allowances

- Car – City vehicle or \$300/month
- Mobile Phone - \$40/month (\$65/month for employees hired before 11/1/2014)

Tuition Reimbursement

- Up to \$10,000 for cost of tuition.

Computer Loan Program

- Up to \$3,000 low interest loan

Alternative Work Week

- 9/80 work week

Flexible Spending Program

- Medical (\$2,550 annually)
- Childcare/parent care (\$5,000 annually)

Employee Assistance Program

- Health EAP
- WorkLife Services
- Confidential Advice

Ancillary Benefits

- Accident Insurance
- Additional Life Insurance
- Cancer Insurance
- Disability Insurance

Job Description



City of Sierra Madre

232 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

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Job Title:	Director of Library Services
Employment Status:	Full-Time
Department/Division:	Library
Reports To:	City Manager
Exemption Status:	Exempt
Work Week:	Not Applicable
Classification:	Not Applicable
Bargaining Group:	Managment
Date Prepared:	May 9, 2011

GENERAL PURPOSE

Under general administrative direction of the City Manager, the Director of Library Services plans, organizes and coordinates a comprehensive library and information management program for public library, local history and digital content collections for patrons, community organizations and other City Departments; and provides long-range strategic direction for the continuous development of collections, programs and services.

CLASSIFICATION CHARACTERISTICS

Not Applicable

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops, plans, forecasts, coordinates, evaluates, and administers programs for collection development, library programs, and local history.
- Serve as the liaison and staff support to the Library Board of Trustees. Prepare agendas, minutes and reports.
- Prepare and present verbal and written reports to City Council, Commissions, Friends of the Library governmental agencies and community groups.
- Develop community knowledge and build partnerships and coalitions that will identify the Department as a community focal point.
- Engage in strategic thinking to develop and implement goals, objectives, policies and priorities for Library Service programs that will foster lifelong learning; literacy; participation in City government; collaborations and partnerships with local schools and experts; understanding of local history and community identity.
- Research trends, demographics and assess community needs, program changes and resulting needs to plan strategically for the future.
- Integrates outcomes into plans for services and programs to continuously monitor and evaluate the efficiency and effectiveness of programs and services, and delivery methods.

- Provide advisory support and act as liaison to other Departments, citizen committees, community agencies and schools to facilitate the public library programs and services.
- Prepares, manages, implement and monitors Department budget and prudently allocate resources to accomplish program goals and services.
- Maintain a customer service philosophy and respond to citizen inquiries and resolve difficult or controversial issues.
- Disseminate and manage public access to physical and digital copies of official City reports, maps and other current and historical documents.
- Monitor and manage City website including contract for technical support.
- Facilitate and monitor services, licenses and contracts for databases, vendors, electronic books, and document preservation.
- Write, administer and coordinate the development of grants, corporate sponsorships, donations and other fund raising programs to fund services, programs and capital improvements.
- Provide recommendations regarding facility needs and set priorities for facility development based on community input and staff analysis. Assist with coordination of capital improvement projects with the other departments when necessary.
- Prepare, implement and monitor master and strategic plans for requisite areas of responsibility, i.e. Library, Local History and Web.
- Assist Friends of the Library with coordinating city services for fundraising events.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Knowledge of current theories, principles and practices common to the field of public library services and management of digital content;
- Budgeting and personnel management as practiced in the public sector;
- Principles of management, employee motivation and team building;
- Technological literacy in computer applications for public library services and digital content management;
- Skills in monitoring program results and demonstrating outcomes both qualitatively and quantitatively;
- Political acumen and community relations ability to build partnerships and advocacy for the Department;
- Principles and practices applying to contract development and administration;
- Research and survey techniques including data collection methodologies and statistics.
- Familiarity with federal, state and local laws, codes and regulations that are pertinent to the management and operation of library and information services and facilities;
- Verbal and written communication skills to develop reports, grants, evaluations and other material as appropriate;
- Operational characteristics, services and activities of a comprehensive and efficient Public Library Services program;
- Pertinent Federal, State and local laws, codes and regulations pertaining to Public Library Services and public access to digital content;
- Information sources and research techniques in the fields of public administration, financial planning, accounting, budgeting, capital budgeting, fees and charges for services, impact fees, and annual audit preparation and procedures;
- Principles of supervision, training, motivation and performance evaluation.

Ability to:

- Communicate clearly and concisely, both orally and in writing;
- Prepare and present oral and written reports to the City Council, Commissions, outside agencies, boards and organizations;
- Research and prepare complex reports and analysis on a variety of subjects;

- Recruit, retain, supervise, motivate and evaluate employees;
- Train and mentor staff in appropriate policies, procedures and organization practices;
- Understand, explain and apply policies and procedures;
- Represent the City in a variety of meetings and formats;
- Establish and maintain effective working relationships with the community at large, the City Council, internal management staff and the other public officials and agencies.
- Respond to emergency and problem situations in an effective, efficient and appropriate manner;
- Analyze unusual situations and recommend solutions and long-term policies and procedures using general knowledge and techniques of public administration and financial planning and budgeting;
- Deal constructively with conflict and resolve situations accordingly and effectively;
- Prepare and maintain a balanced budget;
- Develop new policies and procedures governing departmental and citywide operations and procedures;
- Ability to “multitask” to handle competing priorities and demands;
- Ability to facilitate employee and community groups to work effectively and collaboratively;
- Operate standard office equipment;
- Engage in mildly strenuous physical exertion;
- Analyze and interpret department policies and procedures.

Education/Training/Experience:

This position requires a MLIS degree in Library and Information Management or equivalent; at least five years of related leadership experience in public administration including collection development, reference, cataloging, public programming or related fields including one year of managerial level expertise, or any equivalent of training and experience which provides the required skills, knowledge and abilities. This position requires considerable knowledge of methods, practices and techniques in planning, developing, implementing and evaluating the delivery of library services to a community as well as considerable knowledge of managing digital content.

Licenses; Certificates; Special Requirements:

Must possess a current American Red Cross certificate in First Aid/CPR/AED for Schools and the Community or obtain within three months of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Must possess mobility to work in a standard public library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, and reach, as well as push and pull up to 20 pounds with heavy book carts and drawers open and closed to retrieve and file information. Repetitive hand, arm and body movements are required in this position as well as bending, reaching and lifting library material during the course of the work shift. Positions in this classification occasionally lift and carry library materials that typically weigh less than 20 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral communication skills; read and file material alphabetically or numerically; work with constant interruptions; and interact with employees,

management, and others encountered in the course of work; occasionally subject to conflicts involving use of library services.

WORK ENVIRONMENT

The employee primarily works in a public library setting but may be required to travel to different city facilities and events. In the library setting, the noise level is frequently quiet or moderately quiet. Occasional driving is required to visit city facilities and assist with preparations for community and public meetings.

DISASTER SERVICE WORKERS

All City of Sierra Madre employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL OPPORTUNITY EMPLOYER

The City of Sierra Madre is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the City of Sierra Madre will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This Job Description has been prepared for the City of Sierra Madre for using in planning, staffing, budgeting and/or evaluation of employees. It also provides employees with guide to the duties they are expected to effectively perform in the course of their employment with the City of Sierra Madre.

I have read the Job Description and believe that it does accurately define the job.

Employee Signature

Date

Department Head / Supervisor Signature

Date

Job Description



City of Sierra Madre

232 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

www.cityofsierramadre.com

626.355.7135

Job Title:	Associate Librarian
Employment Status:	Full-Time
Department/Division:	Library
Reports To:	Director of Library Services
Exemption Status:	Non-exempt
Work Week:	Sunday 12:00am – Saturday 11:59pm
Classification:	Library
Bargaining Group:	Classified Employees Association
Date Prepared:	May 14, 2015

GENERAL PURPOSE

Under general supervision, develops and manages the library collection; develops policies, methods, and procedures for improving library services; plans, organizes and implements library programs; assists patrons in finding needed materials; oversees the work of volunteer and part-time staff.

CLASSIFICATION CHARACTERISTICS

The fundamental reason this classification exists is to perform a full range of professional library work.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops and manages assigned sections of the library collection; follows collection guidelines, selects materials, manages an assigned collection budget; and recommends discarding of worn and out-of-date materials; responsible for collection expenditures and adhering to budgetary guidelines.
- Trains staff and public on new technology resources.
- Catalogs books edits and inputs bibliographic records on computer; imports bibliographic records into the library information system; runs monthly reports of patron records and collection activity
- Manages and assists patrons at the circulation/reference and children's desk.
- Plans, implements, and evaluates programs for patrons of all ages.
- Performs daily routines of the public service desk, such as checking-out and receiving books and other library materials and processing payments and fines.
- Supervises volunteer and part-time staff; assigns, reviews, plans, and coordinates work, provides instruction and guidance, and assists in new employee selection.
- Serves as a member of appropriate assigned professional organizations and committees; attends meetings and workshops, assists in coordinating reference services.

- Represents the library at community events; gives presentations coordinates projects with the library and local community groups
- Prepares publicity for library events and programs; assists in preparing staff reports for Trustees
- Participates in local history and archival reference services; digitize and scan materials for preservation.
- Attends and participates in staff meetings.
- Performs other related duties as required.
- May act as library director in absence of Director of Library Services

MARGINAL FUNCTIONS:

- May write grant proposals and administer grants.

QUALIFICATIONS GUIDELINES

Knowledge of:

- The principles and practices of library administration.
- Ability to effectively use current technologies.
- Community needs and interest in library services and methods for determining and meeting such needs.

Ability to:

- Analyze library needs and evaluate library services.
- Produce written and accurate documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Possess strong organizational skills.
- Comprehend and make inferences from written material.
- Review or check the work products of others to ensure conformance to standards.
- Analyze professional problems and take appropriate actions.
- Work cooperatively with other City employees and the general public.
- Work evenings and weekends as required.

Education/Training/Experience:

Master's degree in Library and Information Science with some experience in supervision in a library setting or a bachelor's degree in any discipline required and at least three years increasingly responsible experience in library reference work or a related field; at least two years of such experience must be at a supervisory level.

Licenses; Certificates; Special Requirements:

Must possess a current American Red Cross certificate in First Aid/CPR/AED for Schools and the Community or obtain within three months of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Must possess mobility to work in a standard public library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, and reach, as well as push and pull up to 20 pounds with heavy book carts and drawers open and closed to retrieve and file information. Repetitive hand, arm and body

movements are required in this position as well as bending, reaching and lifting library material during the course of the work shift. Positions in this classification occasionally lift and carry library materials that typically weigh less than 20 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral communication skills; read and file material alphabetically or numerically; work with constant interruptions; and interact with employees, management, and others encountered in the course of work; occasionally subject to conflicts involving use of library services.

WORK ENVIRONMENT

The employee primarily works in a public library setting but may be required to travel to different city facilities and events. In the library setting, the noise level is frequently quiet or moderately quiet. Occasional driving is required to visit city facilities and assist with preparations for community and public meetings.

DISASTER SERVICE WORKERS

All City of Sierra Madre employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.

EQUAL OPPORTUNITY EMPLOYER

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I have read the Job Description and believe that it does accurately define the job.

Employee Signature

Date

Department Head / Supervisor Signature

Date

Job Description



City of Sierra Madre

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626.355.7135

Job Title:	Associate Librarian
Employment Status:	Part-Time
Department/Division:	Library
Reports To:	Director of Library Services
Exemption Status:	Non-exempt
Work Week:	Sunday 12:00am – Saturday 11:59pm
Classification:	Not Applicable
Bargaining Group:	Not Applicable
Date Prepared:	June 19, 2013

GENERAL PURPOSE

Under general supervision, develops and manages the library collection; develops policies, methods, and procedures for improving library services; plans, organizes and implements library programs; assists patrons in finding needed materials; oversees the work of volunteer and part-time staff.

CLASSIFICATION CHARACTERISTICS

Not Applicable

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develops and manages assigned sections of the library collection; follows collection guidelines, selects materials, manages an assigned collection budget; and recommends discarding of worn and out-of-date materials.
- Trains staff and public on new technology resources.
- Catalogs books using Online Computer Library Center (OCLC); edits and inputs bibliographic records on computer; imports bibliographic records into the library information system.
- Manages and assists patrons at the circulation/reference and children's desk.
- Provides readers advisory.
- Plans and implements programs for patrons of all ages.
- Performs daily routines of the public service desk, such as checking-out and receiving books and other library materials and processing payments and fines.
- Supervises volunteer and part-time staff; assigns, reviews, plans, and coordinates work, provides instruction and guidance, and assists in new employee selection.
- Serves as a member of appropriate assigned professional organizations and committees; attends meetings and workshops, assists in coordinating reference services.

- Represents the library at community events; gives presentations coordinates projects with the library and local community groups.
- Prepares publicity for library events and programs.
- Participates in local history and archival reference services.
- May assist in uploading city documents into TCM database.
- Attends and participates in staff meetings.
- Performs other related duties as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Alphabetical and decimal numeric filing system;
- Basic computer use;
- General library circulation systems and database searching;
- Knowledge of eReaders;
- Purpose and functions of the library;
- Effective public relations;
- General principles of risk management related to the functions of the assigned area;
- Techniques for providing a high level of customer service to public and City staff;
- Safe work practices.

Ability to:

- Communicate with individuals or groups utilizing a broad base of verbal skills;
- Comprehend, interpret and provide instruction in the use of a variety of technological tools;
- Apply common sense understanding to perform semi-repetitive tasks;
- Apply library sorting and organizational standards such as alphabetizing and the Dewey Decimal system;
- Utilize basic functions of the library automated system;
- Comprehend and make inferences from written material;
- Work cooperatively with staff and the general public;
- Read and follow technical directions while working with a computers and other like devices.
- Instruct patrons on the use of library equipment and tools;
- Use independent judgment in non-routine situations, such as resolving problems with angry patrons.
- Move objects, carry and unload boxes of books and other library material in excess of 20 pounds;
- Perform special projects as needed and receive direction from library staff;
- Work a flexible schedule which may include evenings and weekends.
- Digitize and scan materials for preservation.

Education/Training/Experience:

Master's degree in Library and Information Science with some experience in supervision in a library setting or a bachelor's degree in any discipline required and at least three years increasingly responsible experience in library reference work or a related field; at least two years of such experience must be at a supervisory level.

Licenses; Certificates; Special Requirements:

Must possess a current American Red Cross certificate in First Aid/CPR/AED for Schools and the Community or obtain within three months of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Must possess mobility to work in a standard public library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, and reach, as well as push and pull up to 20 pounds with heavy book carts and drawers open and closed to retrieve and file information. Repetitive hand, arm and body movements are required in this position as well as bending, reaching and lifting library material during the course of the work shift. Positions in this classification occasionally lift and carry library materials that typically weigh less than 20 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral communication skills; read and file material alphabetically or numerically; work with constant interruptions; and interact with employees, management, and others encountered in the course of work; occasionally subject to conflicts involving use of library services.

WORK ENVIRONMENT

The employee primarily works in a public library setting but may be required to travel to different city facilities and events. In the library setting, the noise level is frequently quiet or moderately quiet. Occasional driving is required to visit city facilities and assist with preparations for community and public meetings.

DISASTER SERVICE WORKERS

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Employee Signature

Date

Department Head / Supervisor Signature

Date

Job Description



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Job Title:	Library Technician I
Employment Status:	Part-Time
Department/Division:	Library Services
Reports To:	Library Services Manager
Exemption Status:	Non-exempt
Work Week:	Sunday 12:00am – Saturday 11:59pm
Classification:	Not Applicable
Bargaining Group:	Not Applicable
Date Prepared:	August 1, 2014

GENERAL PURPOSE

Under the direction of the Deputy Director of Library Services this person assists patrons of all ages with basic library questions, research needs, readers advisory and computer use; provides basic orientation and instruction for in-house and online library resources; informs patrons of acceptable library use and behavior.

CLASSIFICATION CHARACTERISTICS

Not Applicable

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Staffs the circulation service desk, including registering new library patrons, checking out and receiving books and other items, performing procedures necessary for opening and closing of the library, answering questions from patrons regarding overdue payments and fines, calculating fines and fees, collecting money, and completing necessary overdue account paperwork;
- Assists with processing new library materials and maintain accurate records;
- Under supervision performs copy cataloging for assigned collections;
- Under supervision, scans images according to specifications for the Sierra Madre Historical Archives, assists in supervising patron use of materials, researches history for the cataloging record, and responds to image requests via e-mail;
- Instructs patrons in use of computers, microfiche, reader-printer, eReaders etc.; retrieves requested reading and research materials; acts as an information source about library events and programs and other general information;
- Prepares book and informational displays;
- Creates flyers, bookmarks, calendars, and posters using desktop publishing software;
- Assists with office duties as assigned;

- Attends and participates in staff meetings as schedule allows;
- Performs other related duties as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Alphabetical and decimal numeric filing system;
- Basic computer use; Purpose and functions of the library;
- Effective public relations;
- General principles of risk management related to the functions of the assigned area;
- Techniques for providing a high level of customer service to public and City staff;
- Safe work practices.

Ability to:

- Communicate with individuals or groups utilizing a broad base of verbal skills;
- Comprehend, interpret and provide instruction in the use of a variety of technological tools;
- Apply common sense understanding to perform semi-repetitive tasks;
- Apply library sorting and organizational standards such as alphabetizing and the Dewey Decimal system;
- Utilize basic functions of the library automated system;
- Comprehend and make inferences from written material;
- Work cooperatively with staff and the general public;
- Read and follow technical directions while working with a computers and other like devices.
- Instruct patrons on the use of library equipment and tools;
- Use independent judgment in non-routine situations, such as resolving problems with angry patrons.
- Move objects, carry and unload boxes of books and other library material in excess of 20 pounds;
- Perform special projects as needed and receive direction from library staff;
- Work a flexible schedule which may include evenings and weekends.

Education/Training/Experience:

Associate in Science or Arts degree with proficiency in Microsoft Word, Excel, and Access. Ability to use Internet and basic computer resources efficiently. Library Technician coursework or certificate preferred. Experience working in a public library is desirable. Experience using html, digital cameras, and scanners is desirable.

Licenses; Certificates; Special Requirements:

Must possess a current American Red Cross certificate in First Aid/CPR/AED for Schools and the Community or obtain within three months of employment.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Must possess mobility to work in a standard public library setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, and reach, as well as push and pull up to 20 pounds with heavy book carts and drawers open and closed to retrieve and file information. Repetitive hand, arm and body

movements are required in this position as well as bending, reaching and lifting library material during the course of the work shift. Positions in this classification occasionally lift and carry library materials that typically weigh less than 20 pounds.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral communication skills; read and file material alphabetically or numerically; work with constant interruptions; and interact with employees, management, and others encountered in the course of work; occasionally subject to conflicts involving use of library services.

WORK ENVIRONMENT

The employee primarily works in a public library setting but may be required to travel to different city facilities and events. In the library setting, the noise level is frequently quiet or moderately quiet. Occasional driving is required to visit city facilities and assist with preparations for community and public meetings.

DISASTER SERVICE WORKERS

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

EQUAL OPPORTUNITY EMPLOYER

The City of Sierra Madre is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the City of Sierra Madre will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

This Job Description has been prepared for the City of Sierra Madre for using in planning, staffing, budgeting and/or evaluation of employees. It also provides employees with guide to the duties they are expected to effectively perform in the course of their employment with the City of Sierra Madre.

I have read the Job Description and believe that it does accurately define the job.

Employee Signature

Date

Department Head / Supervisor Signature

Date

Job Description



City of Sierra Madre

232 W. Sierra Madre Blvd.
Sierra Madre, CA 91024
(626) 355-7135 Fax (626) 355-2251
www.cityofsierramadre.com

Job Title:	Administrative Clerk
Employment Status:	Part-Time
Department/Division:	Library Department
Reports To:	Library Director
Exemption Status:	Non-Exempt
Work Week:	Sunday 12:00 a.m. – Saturday 11:59 p.m.
Classification:	At-Will
Bargaining Group:	Not Applicable
Date Prepared: Date(s) Updated:	June 21, 2011 May 13, 2013

GENERAL PURPOSE

Under direct supervision of the Library Director, the Administrative Clerk performs general financial, clerical and customer service work for the Library Department including the processing of various city forms, verifying and receiving payments for fines and fees, and providing general department information to customers and residents.

CLASSIFICATION CHARACTERISTICS

Not Applicable

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Assist customers in person, at the public service desk, and over the telephone; answers questions, explains procedures, receives and processes various department forms; handles complaints and resolves problems;
- Performs clerical duties such as typing letters, filing, compiling reports; data input; completing forms; receives and sends faxes, completes payroll sheets, processes invoices for payment and makes copies of reports and forms as necessary;
- Processes accounts payable for payment, matching invoice to purchase order and receiver-payment copy; ensures that invoice agrees with purchase order;
- Performs various related essential duties as required.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Principles and practices of public administration.
- Administrative research methods, techniques, and methods of report presentation.

- Principles and practices of office management and equipment.
- Department goals, objectives, policies, and procedures.
- Computer software programs, including Word, Access, and Excel.

Ability to:

- Handle delicate personnel situations with a high degree of confidentiality and sensitivity.
- Effectively communicate orally in the English language with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, and using a telephone.
- Conduct original research and make sound administrative analyses relating to policy and management problems.
- Produce written documents in the English language with clearly organized thoughts with proper sentence construction, punctuation, and grammar.
- Comprehend and make inferences from written material in the English language.
- Work under pressure (i.e., handling significant problems and tasks which come up simultaneously and/or unexpectedly).
- Work cooperatively with other City employees and the public.
- Ability to comprehend and correctly use a variety of informational documents including personnel forms, insurance billings, budget reports, and contracts;
- Ability to work autonomously, with minimal supervision.
- Ability to use independent judgment in a variety of situations.

Education/Training/Experience:

Completion of high school or equivalent with at least three years of increasingly responsible clerical experience, preferably in public sector environment. Additional college units may be substituted for one (1) year of the required experience; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Licenses; Certificates; Special Requirements:

Working knowledge of Windows environment and Microsoft Office required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is regularly required to sit, stand, walk, talk, and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms; stoop, kneel, or crouch to access or place records or files; lift and carry records and documents, typically weighing less than 50 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with City officials, citizens groups, employees, management, and others encountered in the course of work; occasionally subject to conflicts.

WORK ENVIRONMENT

The employee primarily works in an office setting but may be required to travel to different city facilities and events. In the office setting, the noise level is frequently quiet or moderately quiet. Occasional driving is required to visit city facilities and assist with preparations for community and public meetings.

DISASTER SERVICE WORKERS

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EQUAL OPPORTUNITY EMPLOYER

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Date

Department Head / Supervisor Signature

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Job Description



City of Sierra Madre

232 W. Sierra Madre Blvd.

Sierra Madre, CA 91024

www.cityofsierramadre.com

626.355.7135

Job Title:	Library Page
Employment Status:	Part-Time
Department/Division:	Library
Reports To:	Youth Services Librarian
Exemption Status:	Non-exempt
Work Week:	Sunday 12:00am – Saturday 11:59pm
Classification:	Not Applicable
Bargaining Group:	Not Applicable
Date Prepared:	September 13, 2013

GENERAL PURPOSE

The Library Page is an entry-level position at the Library that works in a strong teamwork-orientated environment storing, shelving and retrieving Library materials and performing other duties as assigned.

CLASSIFICATION CHARACTERISTICS

Not Applicable

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Informs staff of discrepancies involving labeling, cataloging or condition of material.
- Repairs library materials.
- Checks in daily book drop, sorts materials and adheres to circulation procedures
- Collects, sorts and files any materials used in the library.
- Retrieves and returns material from non-public areas upon request.
- Demonstrates continuous effort to decrease turnaround times, streamline work processes and work cooperatively with library staff.
- Keeps library in good order.
- Moves furniture, equipment and supplies as assigned to set-up facilities and meeting rooms.
- Assists group using facilities and provides assistance at special events.
- Performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge of:

- Alphabetical and decimal numeric filing system;

- Basic computer use;
- Purpose and functions of the library;
- Effective public relations;
- General principles of risk management related to the functions of the assigned area;
- Techniques for providing a high level of customer service to public and City staff;
- Safe work practices.

Ability to:

- Communicate with individuals or groups utilizing a broad base of verbal skills;
- Comprehend, interpret and provide instruction in the use of a variety of technological tools;
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- Instruct patrons on the use of library equipment and tools;
- Use independent judgment in non-routine situations, such as resolving problems with angry patrons.
- Move objects, carry and unload boxes of books and other library material in excess of 20 pounds;
- Perform special projects as needed and receive direction from library staff;
- Work a flexible schedule which may include evenings and weekends.

Education/Training/Experience:

Equivalent to the completion of ninth (9th) grade and some experience, paid or unpaid, in a library setting is desirable. Previous computer experience is desirable.

Licenses; Certificates; Special Requirements:

Must possess a current American Red Cross certificate in First Aid/CPR/AED for Schools and the Community or obtain within three months of employment.

PHYSICAL AND MENTAL DEMANDS

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