

#1

DATE: 11/10/2015

REQUESTED BY:

A. Brusatori *A. Brusatori*

DEPARTMENT: Public Works

APPROVED BY ADMINISTRATIVE OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY ADMINISTRATIVE COMMITTEE: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY BOARD OF SUPERVISORS: \_\_\_\_\_ DATE: \_\_\_\_\_

APPROVED BY AUDITOR/CONTROLLER: \_\_\_\_\_ DATE: \_\_\_\_\_

JOURNAL ENTRY NO. 2-A

BUDGET APPROPRIATIONS				REVENUE APPROPRIATIONS			
DEPARTMENT	ACCOUNT	INCREASE	DECREASE	FUND #	REVENUE #	INCREASE\$	DECREASE\$
3000	56398	\$772,350.00					

**REASON FOR THE REQUEST:**

This is a new line item for this budget and it currently consists of the following 4 Projects: 1) Pavement Management Update Program 2) Capital Improvement Nexus 3) 5 Year Capital Improvement Update 4) SR88 Pine Grove Corridor Improvement. The revenue for these projects was also included in our Final Budget, however this does require the Road Fund to contribute Cash Carry Funds to cover the difference of our Revenue to Expenses.

- PLEASE NOTE:**
- TRANSFERS BETWEEN OBJECTS - SALARIES & BENEFITS TO SERVICES & SUPPLIES BOARD OF SUPERVISORS APPROVAL
  - TRANSFER WITHIN OBJECTS - OFFICE EXPENSE TO TRAVEL - COUNTY ADMINISTRATOR APPROVAL
  - FIXED ASSETS - BOARD OF SUPERVISORS APPROVAL
  - TOTAL DOLLARS BUDGET INCREASE - BOARD OF SUPERVISORS APPROVAL

**Todd D. Riebe**  
District Attorney



Criminal Division (209) 223-6444  
FAX (209) 223-6304  
Investigations (209) 223-6444  
Victim Witness (209) 223-6474

## MEMORANDUM

Date: December 9, 2015

To: Administrative Committee  
Board of Supervisors

From: Todd Riebe *TDR*  
District Attorney

Re: Request Approval to Hire Deputy District Attorney I-III

We are going through the process of filling the position of Deputy District Attorney IV. To prevent significant loss of time in the event that the position is filled by an internal staff member, we are requesting approval to hire a Deputy District Attorney I-III. In the event we hire an external candidate, we will remove the item from the Consent Agenda.



*AMADOR COUNTY*  
***HUMAN RESOURCES DEPARTMENT***

• ***Administration***      • ***Benefits***      • ***Risk Management***  
(209) 223-6456      (209) 223-6361      (209) 223-6392

#3

County Administration Center  
810 Court Street  
Jackson, California 95642  
Facsimile: (209) 223-6426  
Website: [www.co.amador.ca.us](http://www.co.amador.ca.us)

To: Board of Supervisors Administrative Committee      Date: 12/10/15  
From: Judy Dias, Human Resources Director  
Subject: Library revised job descriptions, and request to test/fill

There are two upcoming retirements anticipated by late March for the County Library system. One will be a Library Technician position, and the other a Library Assistant. It is important to ongoing Library operations that planning for timely replacement is in place to avoid any disruption in service coverage for the County Library system.

Attached are updated job specifications for each of those classes, shown in draft and final form. Primarily they contain revisions to the minimum qualifications for the positions, and some updated task descriptions from the last documents from 2007; there is no change to the current salaries for those positions. The changes reflect both review of nearby Library comparable positions, as well as updated assignment tasks based on actual operations at the Library. The recommended changes have been sent to SEIU Local 1021.

It is requested by the County Librarian and the GSA Director that these changes be approved by the Committee and forwarded for full Board action, along with authorization is to commence recruitments by early January, and to fill the vacancies when the anticipated retirements occur.

Cc: Laura Einstadter  
Jon Hopkins  
Chuck Iley



## LIBRARY ASSISTANT

### DEFINITION

Under ~~the direction of County Librarian,~~ general supervision, provides paraprofessional services and assists in the operations and services of at the County Library and/or branch libraries; performs a variety of patron and circulation assistance; as assigned, may operate a branch library, reports building and security issues, office supply needs and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS:

Library Assistant is a paraprofessional class which performs a variety of duties related to the circulation, reference, inter-library loan, services to the public, and other public desk functions. Incumbents may provide primary services at a branch location, and in other specialized areas of library service.

### REPORTS TO:

County Librarian

### CLASSIFICATIONS SUPERVISED

This classification does not exercise provide supervision over to lower-level staff.

### EXAMPLES OF DUTIES:

~~The following are the duties performed by employees in this classification. However, employees may perform other duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.~~ Duties may include, but are not limited to the following; assignments vary by different incumbents:

Provides assistance in the use of library facilities and resources to patrons; may assume responsibility for be assigned independent responsibility for the operation and primary services of a branch library; answers questions, checks out material, returns material, shelves returned material, issues library cards, handles fines, interprets patron records, receives and searches patron requests for material, assists with cataloging, processing; assists with reference transactions; instructs patrons in the use of the library and its resources, enters information into library data bases and other related computer systems; ensures coordination of proper repair and maintenance of branch building and furniture; may assume responsibility for building security and performs related duties as required.



## **LIBRARY ASSISTANT - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ~~use of audio-visual equipment~~; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

### **TYPICAL WORKING CONDITIONS**

Work is performed in an office; occasionally works outside **on a limited basis**; continuous contact with staff and the public.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Operations, services and activities of a library setting.
- Library procedures and methods.
- Library reference resources.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures including computers and assigned software.
- Basic mathematics.
- Principles and practices of customer service.
- **Library operations and terminology desirable.**

#### **Ability to:**

- Perform library circulation assignments.
- Shelve books and periodicals.
- Respond to patron questions and concerns.
- Interpret, explain, and apply library policies and methods.
- Make arithmetical calculations.
- As assigned, assume **primary** branch library operational duties.
- Maintain accurate records and prepare reports.
- Effectively represent library services with the public.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the line of work.
- **Perform library system computerized data entry and other tasks involving operation of computers and application of standard computer hardware and software.**

## LIBRARY ASSISTANT - 3

### Training and Experience:

*Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

#### Education:

A high school diploma or GED equivalent.

#### Experience

~~Two (2)~~ **One** years of general clerical assistance work experience.

**Substitution for experience: One year of college level coursework in library science, literature or a related liberal arts field may be substituted for six months of the required clerical work experience.**

#### Special Requirements

| Possession of an appropriate, ~~current~~, and valid California Driver's License issued by the California Department of Motor Vehicles.

## LIBRARY ASSISTANT

### DEFINITION:

Under general supervision, provides paraprofessional services and assists in the operations and services at the County Library and/or branch libraries; performs a variety of patron and circulation assistance; as assigned, reports building and security issues, office supply needs and performs related duties as required.

### DISTINGUISHING CHARACTERISTICS:

Library Assistant is a paraprofessional class which performs a variety of duties related to the circulation, reference, inter-library loan, services to the public, and other public desk functions. Incumbents may provide primary services at a branch location, and in other specialized areas of library service.

### REPORTS TO:

County Librarian

### CLASSIFICATIONS SUPERVISED:

This classification does not provide supervision to staff.

### EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following; assignments vary by different incumbents:

Provides assistance in the use of library facilities and resources to patrons; may be assigned independent responsibility for the operation and primary services of a branch library; answers questions, checks out material, returns material, shelves returned material, issues library cards, handles fines, interprets patron records, receives and searches patron requests for material, assists with cataloging, processing; assists with reference transactions; instructs patrons in the use of the library and its resources, enters information into library data bases and other related computer systems; ensures coordination of proper repair and maintenance of branch building and furniture; may assume responsibility for building security and performs related duties as required.



## **LIBRARY ASSISTANT - 2**

### **TYPICAL PHYSICAL REQUIREMENTS:**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

### **TYPICAL WORKING CONDITIONS:**

Work is performed in an office; occasionally works outside on a limited basis; continuous contact with staff and the public.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Operations, services and activities of a library setting.
- Library procedures and methods.
- Library reference resources.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures including computers and assigned software.
- Basic mathematics.
- Principles and practices of customer service.
- Library operations and terminology desirable.

#### **Ability to:**

- Perform library circulation assignments.
- Shelve books and periodicals.
- Respond to patron questions and concerns.
- Interpret, explain, and apply library policies and methods.
- Make arithmetical calculations.
- As assigned, assume primary branch library operational duties.
- Maintain accurate records and prepare reports.
- Effectively represent library services with the public.
- Understand and carry out oral and written directions.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the line of work.
- Perform library system computerized data entry and other tasks involving operation of computers and application of standard computer hardware and software.

## LIBRARY ASSISTANT - 3

### **Training and Experience:**

*Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

### **Education:**

A high school diploma or GED equivalent.

### **Experience:**

One year of general clerical assistance work experience.

Substitution for experience: One year of college level coursework in library science, literature or a related liberal arts field may be substituted for six months of the required clerical work experience.

### **Special Requirements:**

Possession of an appropriate and valid California Driver's License issued by the California Department of Motor Vehicles.

## LIBRARY TECHNICIAN

### DEFINITION

Under the direction of the County Librarian, performs a variety of complex **paraprofessional** library duties in specialized program areas such as Inter-Library-Loans, Circulation, Reference, Cataloging, Children's, Adult, or Teen Programming; provides patrons with assistance in the use of library materials and resources; and performs related duties as required.

### REPORT TO

County Librarian

### CLASSIFICATIONS SUPERVISED

In the absence of the County Librarian may be asked to assume supervisory responsibilities.

### DISTINGUISHING CHARACTERISTICS:

Library Technician is an advanced paraprofessional library services class which provides specialized library services and primary responsibilities in more complex program areas such as Inter-Library Loans, Circulation, Reference, Cataloging, Children's, Adult or Teen Programs. The class is distinguished by its level of responsibility in specialized library areas, and by its independence of action.

### EXAMPLES OF DUTIES

~~The following are the duties performed by employees in this classification. However, employees may perform other duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.~~

Duties, may include, but are not limited to the following; assignments vary by different incumbents:

Performs cataloging, processing of library materials; operates the circulation desk; reviews material for ordering, places orders for library material, prepares bibliographic lists; conducts library programming including publicity for the event/s; places requests for inter-library-loans, researches complex reference requests, compiles information for statistical



## LIBRARY TECHNICIAN - 2

reports **and enters into specialized computer systems or uses computers to display**; instructs patrons in the use of library resources, checks material out, returns material, shelves returned material, issues library cards, finds and reserves material for patron requests, handles fines, interprets patron records; prepares monetary deposits; may be responsible for building security, ensures proper repair and maintenance of building and furniture; performs related duties as required.

### TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; ~~use of audio-visual equipment~~; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

### TYPICAL WORKING CONDITIONS

Work is performed in an office; continuous contact with staff and the public.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

- Operations, services and activities of a public library.
- Library procedures, methods, and terminology.
- Methods and techniques of processing and cataloging of library media.
- Library reference resources.
- Methods and techniques of sourcing materials for the inter-library loan program.
- Principles and practices of developing and implementing child reading programs.
- Library standards and practices for cataloging materials.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures including computers.
- Principles and practices of customer service.
- **General concepts of supervision and providing direction to subordinate staff.**

#### Ability to:

- Perform specialized library duties for reference, cataloging, and inter-library loan services.
- Perform varied and responsible library and circulation assistance assignments.
- Interpret, explain, and apply library policies and methods.
- Maintain accurate records and prepare reports.
- Effectively represent library services with the public.

## LIBRARY TECHNICIAN - 3

- Work effectively with a variety of automated library systems, and learn new or modified systems.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

**Training and Experience:** *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

### **Education**

A high school diploma or GED equivalent and ~~two~~ **one** years of college level coursework in library science, literature or related liberal arts field.

### **Experience**

~~Three (3)~~ **Two** years of library circulation and patron support experience comparable to that of a Library Assistant II with Amador County.

### **Substitution for experience:**

**One additional year of college course work of the type noted above may be substituted for one year of the experience.**

### **Special Requirements**

Possession of an ~~appropriate, current, and valid~~ California Driver's License issued by the California Department of Motor Vehicles.

## LIBRARY TECHNICIAN

### DEFINITION:

Under the direction of the County Librarian, performs a variety of complex paraprofessional library duties in specialized program areas such as Inter-Library-Loans, Circulation, Reference, Cataloging, Children's, Adult, or Teen Programming; provides patrons with assistance in the use of library materials and resources; and performs related duties as required.

### REPORT TO:

County Librarian

### CLASSIFICATIONS SUPERVISED:

In the absence of the County Librarian may be asked to assume supervisory responsibilities.

### DISTINGUISHING CHARACTERISTICS:

Library Technician is an advanced paraprofessional library services class which provides specialized library services and has primary responsibilities in more complex program areas such as Inter-Library Loans, Circulation, Reference, Cataloging, Children's, Adult or Teen Programs. The class is distinguished by its level of responsibility in specialized library areas, and by its independence of action.

### EXAMPLES OF DUTIES:

Duties, may include, but are not limited to the following; assignments vary by different incumbents:

Performs cataloging, processing of library materials; operates the circulation desk; reviews material for ordering, places orders for library material, prepares bibliographic lists; conducts library programs including publicity for the events; places requests for inter-library-loans, researches complex reference requests, compiles information for statistical reports and enters into specialized computer systems or uses computers to display; instructs patrons in the use of library resources, checks material out, returns material, shelves returned material, issues library cards, finds and reserves material for patron requests, handles fines, interprets patron records; prepares monetary deposits; may be responsible for building security, ensures proper repair and maintenance of building and furniture; performs related duties as required.



## **LIBRARY TECHNICIAN - 2**

### **TYPICAL PHYSICAL REQUIREMENTS:**

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### **TYPICAL WORKING CONDITIONS:**

Work is performed in an office; continuous contact with staff and the public.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Operations, services and activities of a public library.
- Library procedures, methods, and terminology.
- Methods and techniques of processing and cataloging of library media.
- Library reference resources.
- Methods and techniques of sourcing materials for the inter-library loan program.
- Principles and practices of developing and implementing child reading programs.
- Library standards and practices for cataloging materials.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures including computers.
- Principles and practices of customer service.
- General concepts of supervision and providing direction to subordinate staff.

#### **Ability to:**

- Perform specialized library duties for reference, cataloging, and inter-library loan services.
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## LIBRARY TECHNICIAN - 3

**Training and Experience:** *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

### **Education:**

A high school diploma or GED equivalent and one year of college level coursework in library science, literature or related liberal arts field.

### **Experience:**

Two years of library circulation and patron support experience comparable to that of a Library Assistant II with Amador County.

### **Substitution for experience:**

One additional year of college course work of the type noted above may be substituted for one year of the experience.

### **Special Requirements:**

Possession of a current California Driver's License issued by the California Department of Motor Vehicles.