



MEMORANDUM

TO: City Council

FROM: Connie Urquhart, Library Director

RE: Library Department position revisions

June 19, 2017

On the July 3, 2017 regular meeting agenda, there will be a resolution revising position descriptions for three positions within the Library Department. All are part of an organizational restructure intended to provide more comprehensive, value-added service to the citizens of Camas.

The revisions to current positions are as follows:

Technology & Collections Manager (currently Assistant Library Director)

Historically, the Library has employed both a Director and Assistant Director. However, the overlap in duties created inefficiencies in some places and gaps in others. The duties of the Technology & Collections Manager would require specialization in specific subject areas and allow the Library to progress in areas of automation, digital delivery, and utilizing new technologies to improve service. This is a non-represented position.

Programming & Outreach Coordinator (currently Youth Services Librarian)

The position's responsibilities will remain largely the same. Some duties have changed to allow for this position to more frequently engage with the community outside of the Library. This is a represented position within the OPEIU Local 11 bargaining unit and the revisions to the position have been reviewed by its representatives.

Administrative Support Assistant (currently Library Support Assistant)

This position description has been revised to more accurately reflect the duties and responsibilities of the current position. The title has been changed to achieve consistency with similar positions within the City of Camas. This is a represented position within the OPEIU Local 11 bargaining unit and the revisions to the position have been reviewed by its representatives.

All of these position revisions were considered in the salary study and the resulting salary recommendations are accurate for the changes in responsibilities.