



Human Resources Dept.

CONSENT CALENDAR

November 6, 2007

To: Honorable Mayor and Members of the City Council

From: *PK* Phil Kamlarz, City Manager

Submitted by: David W. Hodgkins, Director of Human Resources

Subject: Classification: Library Administrative Manager

RECOMMENDATION

Adopt a Resolution to amend Resolution No. 61,812-N.S., Classification and Salary Resolution for Unrepresented Employees, to change the title of Library Financial Manager to Library Administrative Manager and to revise the classification specification effective November 1, 2007.

FISCAL IMPACTS OF RECOMMENDATION

None.

CURRENT SITUATION AND ITS EFFECTS

The Library Financial Manager manages the Berkley Public Library's Administrative Division. The Library has organized its Administrative activities into a divisional structure overseen by this dedicated management-level classification that focuses exclusively on administrative and financial functions. The Administrative Services Division has six full-time staff including the Library Financial Manager that provides support for all staff in the central Library and its five branches. The position supervises an Associate Human Resources Analyst, Accounting Office Specialist Supervisor and Building Maintenance Supervisor.

This classification is responsible for the preparation and presentation of financial analysis and reports, supervision of accounts payable, grant budget administration, and management of the capital improvement bond budget. The duties of the classification have expanded since it was established in 2003, to include operations oversight, which consists of contract and facilities management and personnel support.

Following the resignation of the position's previous incumbent and in anticipation of an upcoming recruitment, the Board of Library Trustees and Donna Corbeil, Director of

Library Services, have determined that the classification should be revised to reflect a more accurate scope of duties, and retitled to Library Administrative Manager in recognition of the broader administrative functions under its direction.

#### BACKGROUND

The Personnel Board discussed the proposal at its October 1, 2007 meeting. By a unanimous vote, (Dixon, Chan, Robinson, Eblé, Reyes, Smith – yes; Bess, Silver – absent), the Board recommended the following:

1. Change the class title of Library Financial Manager to Library Administrative Manager effective November 1, 2007, and revise the class specification.

#### RATIONALE FOR RECOMMENDATION

It has been the policy of the City to maintain and revise the classification and salary schedule on a regular basis to accommodate assignment of new duties and responsibilities, to maintain competitive salaries and, when applicable, to comply with regulatory requirements.

#### ALTERNATIVE ACTIONS CONSIDERED

Continue to use the title of Library Financial Manager

#### CONTACT PERSON

David W. Hodgkins, Director of Human Resources, 981-6805

David Abel, Human Resources Manager, 981-6807

#### Attachments:

1. Resolution
  - Exhibit A: Salary Schedule
  - Exhibit B: Classification Specifications
2. Personnel Board Item (10/1/07) with attachments

RESOLUTION NO. ##,###-N.S.

CLASSIFICATION RETITLE: LIBRARY ADMINISTRATIVE MANAGER

WHEREAS, the Berkeley Public Library has a classification that manages its Administrative Services Division; and

WHEREAS, Director of Library Services and the Board of Library Trustees have recommended that the classification of Library Financial Manager be retitled to Library Administrative Manager, and the classification be revised to include the administrative duties assigned; and

WHEREAS, the Personnel Board recommended the change in title and the additional duties to the classification specification at its October 1, 2007 meeting.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that Resolution No. 61,812-N.S., Classification/Salary Resolution for Unrepresented Employees, is amended to include the title of Library Administrative Manager in Representation Unit Z2, Confidential Professional with the salary ranges shown on Exhibit A, effective November 1, 2007.

Exhibit A: Salary Schedule

Exhibit B Classification Specifications

**Exhibit A**

**Salary Schedule**

<b>Job Code</b>	<b>Unit Class</b>	<b>FLSA</b>	<b>A</b>	<b>B</b>	<b>Steps C</b>	<b>D</b>	<b>E</b>	<b>Effective Date</b>
	<del>Library Financial Manager</del>							
1466	Z1 Library Administrative Manager	E	\$7,138	\$7,478	\$7,849	\$8,235	\$8,629	11/01/07

City of Berkeley  
Class No. 1466  
November 2007

## **LIBRARY ADMINISTRATIVE MANAGER**

### **DEFINITION**

Under general direction plans, organizes, supervises and directs the administrative services functions of the Berkeley Public Library with responsibility for fiscal, budgetary, personnel and other support services; represents the Library in administrative matters involving other departments and agencies; and performs related work as required.

### **CLASS CHARACTERISTICS**

This class is responsible for the financial and administrative service activities of the Library. The Library Administrative Manager plans, develops and manages the budget, and establishes fiscal objectives with an emphasis on assessing financial data, defining issues, recommending and implementing alternative solutions. The incumbent has administrative and program management responsibilities in the areas of personnel, contract/grants management, employer-employee relations, facilities maintenance and other generalized administrative services, and supervises professional, technical and support staff. This class differs from the Deputy Director of the Library, which assists in the day-to-day management of the entire Library and has responsibility for overall administrative and budgetary activities including the development of Library policy.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Provides fiscal management of the Library departmental and divisional programs, which includes the establishment and maintenance of a centralized accounting system and the development of fiscal procedures and policies; establishes internal audit procedures, and assures the security of all Library systems and controls for City funds, including payroll, contracts, and other expenses;
2. Advises the Director of the Library and serves in a consultative role to Library management staff in resolving administrative, programmatic and policy matters, including the implications of financial activity; prepares a variety of financial reports; maintains liaison with the Finance Department, project staffs, and State funding agencies in matters affecting fiscal and accounting guidelines and requirements, budget changes and related activity;
3. Coordinates the preparation of the departmental budget; reviews requests from other Library divisions and project heads; assists in preparing budget justifications, funding requests, and in fiscal negotiations with City, State and other resource agencies;

4. Attends meetings and conferences and represents the department on committees as directed; participates in budget sessions, and represents the library concerning administrative service and financial matters, including issues related to bond monies and building projects;
5. Completes complex administrative and management studies for the department; completes costing and financial analysis of proposals affecting the Library, including management and union proposals for contract negotiations; prepares comprehensive written narrative and statistical reports;
6. Prepares and monitors Requests for Proposal (RFPs), bid specifications and contracts and provides significant input into grant oversight and management for the Library; Acts as a liaison to financial and legal consultants, contractors, vendors, governmental agencies, Friends of the Berkeley Public Library and Berkeley Public Library Foundation;
7. Manages or supervises the work of the administrative staff of the Library, which provides support to the Board of Library Trustees, Director/Deputy Director and other Library departments and staff; plans, directs and evaluates the work of staff; provides training and staff development; recommends and implements discipline as required;
8. Oversees and coordinates the administrative functions of the library, including personnel and employer-employee relations, while acting as liaison to the applicable areas of the City's Human Resources Department;
9. Manages staff responsible for facilities maintenance and oversight of operations related to management programs, such as capital improvement project budget preparation and planning; and
10. Performs related duties as assigned.

#### **QUALIFICATIONS**

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

#### Knowledge of:

1. Budget preparation and administration;
2. Public administration principles and practices;
3. Federal and State funding agency guidelines for fiscal administration;
4. Principles of employer-employee relations;
5. Public personnel, purchasing and contract administration practices;

6. Business computer user applications, particularly as related to accounting systems, and other fiscal programs;
7. Techniques of supervision including planning, assigning and monitoring work and in evaluation of assigned staff;
8. Accounting and auditing principles and practices; and
9. Applicable laws and regulations.

Skill in and ability to:

1. Plan and develop a comprehensive and complex departmental budget;
2. Analyze administrative financial data, evaluate alternatives and reach sound conclusions;
3. Interpret and apply laws, regulations, policies and procedures;
4. Supervise, plan, direct and review the work of a support staff;
5. Prepare clear, concise and complete reports and other written materials;
6. Maintain accurate records and files;
7. Coordinate multiple projects and meet critical deadlines;
8. Exercise sound independent judgment within established guidelines; and
9. Represent the City effectively in meeting with governmental agencies, boards and commissions, and the public.

**OTHER REQUIREMENTS**

Must be able to travel to various locations within and outside the City of Berkeley to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record.

A TYPICAL WAY OF GAINING THE KNOWLEDGE AND SKILLS OUTLINED ABOVE IS: Equivalent to graduation from a four-year college with major course work in business or public administration or a closely related field and four years of professional management analysis or budgetary experience which has included budget preparation and control, preferably in a library setting. Lead or supervisory experience and demonstrated program administrative responsibility are desirable.

Established: 01/03 retroactive to 6/00  
Revised/Retitle: 11/07



Human Resources Dept.

October 1, 2007

To: Members of the Personnel Board

From: David W. Hodgkins, Director of Human Resources

Subject: Recommendation to Change the Class Title of Library Financial Manager to Library Administrative Manager and Revise the Class Specification effective November 1, 2007

## **BACKGROUND AND CLASSIFICATION**

Donna Corbeil, Director of Library Services, has requested that the City change the class title of Library Financial Manager to Library Administrative Manager, and update the examples of duties for this classification that manages the Administrative Services Division of the Berkeley Public Library.

The existing Library Financial Manager classification was established in 2003 in recognition of the diverse administrative activities for which the position is responsible for, beyond preparing and presenting financial analysis and reports, such as managing the administrative unit of the library responsible for accounts payable, grant budget administration, staff supervision and management of the capital improvement bond budget. Since that time the duties of the classification have expanded to include operations oversight, which consists of contract and facilities management and personnel support. Following the resignation of the position's previous incumbent and in anticipation of an upcoming recruitment, the BOLT and Ms. Corbeil have now determined that it is time to revise the classification to reflect a more accurate scope of duties, and recommend a change in title to Library Administrative Manager. The revised class specification is included as Attachment A.

The Berkeley Public Library has seven Divisions consisting of Children's Services, Adult Services, Neighborhood Services, Circulation Services, Technical Services, IT and Administrative Services. The Administrative Services Division has six full-time staff including the Library Financial Manager that provides support for all staff in the central Library and its five branches. The Library has organized its Administrative activities into a divisional structure overseen by this dedicated management-level classification that focuses exclusively on administrative and financial functions. The position supervises the Associate Human Resources Analyst, Accounting Office Specialist Supervisor and

the Building Maintenance Supervisor. The position currently reports to the Director of Library Services. An Administrative Services Division organizational chart is included as Attachment B.

Changing the title from Library Financial Manager to Library Administrative Manager and revising the examples of duties will not impact any career employee as the position is currently vacant. The change is anticipated to provide the additional support needed to maintain effective and efficient administrative operations which have increased due to an overall increase in the size of the budget, the number of employees, changes in services and the adoption of City policies and regulations.

### **SALARY**

This is an unrepresented classification. The existing five-step salary range of \$7,138 - \$7,478 - \$7,849 - \$8,235 - \$8,629 will remain unchanged.

### **RECOMMENDATION**

Therefore, the Personnel Board is requested to recommend the following to the City Council:

1. Change the class title of Library Financial Manager to Library Administrative Manager effective November 1, 2007, and revise the class specification.

### **Attachments**

- A. Library Administrative Manager Classification
- B. Library Administrative Services Division Organizational Chart

cc: David Abel, Human Resources Manager  
Donna Corbeil, Director of Library Services  
Robert S. Kraus, Senior Human Resources Analyst

City of Berkeley  
Class No. 1466  
November 2007

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### **DEFINITION**

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### **CLASS CHARACTERISTICS**

This class is responsible for the financial and administrative service activities of the Library. The Library Administrative Manager plans, develops and manages the budget, and establishes fiscal objectives with an emphasis on assessing financial data, defining issues, recommending and implementing alternative solutions. The incumbent has administrative and program management responsibilities in the areas of personnel, contract/grants management, employer-employee relations, facilities maintenance and other generalized administrative services, and supervises professional, technical and support staff. This class differs from the Deputy Director of the Library, which assists in the day-to-day management of the entire Library and has responsibility for overall administrative and budgetary activities including the development of Library policy.

### **EXAMPLES OF DUTIES**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

1. Provides fiscal management of the Library departmental and divisional programs, which includes the establishment and maintenance of a centralized accounting system and the development of fiscal procedures and policies; establishes internal audit procedures, and assures the security of all Library systems and controls for City funds, including payroll, contracts, and other expenses;
2. Advises the Director of the Library and serves in a consultative role to Library management staff in resolving administrative, programmatic and policy matters, including the implications of financial activity; prepares a variety of financial reports; maintains liaison with the Finance Department, project staffs, and State funding agencies in matters affecting fiscal and accounting guidelines and requirements, budget changes and related activity;
3. Coordinates the preparation of the departmental budget; reviews requests from other Library divisions and project heads; assists in preparing budget justifications, funding requests, and in fiscal negotiations with City, State and other resource agencies;

4. Attends meetings and conferences and represents the department on committees as directed; participates in budget sessions, and represents the library concerning administrative service and financial matters, including issues related to bond monies and building projects;
5. Completes complex administrative and management studies for the department; completes costing and financial analysis of proposals affecting the Library, including management and union proposals for contract negotiations; prepares comprehensive written narrative and statistical reports;
6. Prepares and monitors Requests for Proposal (RFPs), bid specifications and contracts and provides significant input into grant oversight and management for the Library; Acts as a liaison to financial and legal consultants, contractors, vendors, governmental agencies, Friends of the Berkeley Public Library and Berkeley Public Library Foundation;
7. Manages or supervises the work of the administrative staff of the Library, which provides support to the Board of Library Trustees, Director/Deputy Director and other Library departments and staff; plans, directs and evaluates the work of staff; provides training and staff development; recommends and implements discipline as required;
8. Oversees and coordinates the administrative functions of the library, including personnel and employer-employee relations, while acting as liaison to the applicable areas of the City's Human Resources Department;
9. Manages staff responsible for facilities maintenance and oversight of operations related to management programs, such as capital improvement project budget preparation and planning; and
10. Performs related duties as assigned.

#### **QUALIFICATIONS**

Note: The level and scope of the knowledge and skills listed below are related to job duties as defined under Class Characteristics.

#### Knowledge of:

1. Budget preparation and administration;
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Established: 01/03 retroactive to 6/00  
Revised/Retitle: 11/07



**LIBRARY ADMINISTRATIVE SERVICES DIVISION**

Organizational Chart

