COUNTY AGENDA REQUEST

Department:	Administration	Presenter(s):	Jack Krakeel
Meeting Date:	Thursday, October 27, 2011	Type of Request:	Old Business

Wording for the Agenda:

Consideration of staff's recommendations concerning the establishment of the position of Director of Library Services within the County's Compensation and Classification System.

Background/History/Details:

Fayette County is a member of the Flint River Regional Library System. Funding for the Fayette County Public Library comes from the Regional System and from the County's annual budget. Fayette County was recently notified by the Regional System that funding for the Library Director's position would not be paid by them after 1/1/2012. With the elimination of the position of Director of Library Services and financial support for the position from the Regional System, the Board of Commissioners needs to consider the establishment of the position of Director of Library Services for inclusion in the County's Compensation and Classification System, including assigning an appropriate salary structure for that position. The Human Resources Department has surveyed counties similar in size as well as obtaining information from the University of Georgia Institute of Government, the Georgia Department of Community Affairs, and the International City Managers Association. Based on information received from these resources and for the purpose of maintaining pay equity with other County positions similar in nature and job responsibilities, it is recommended that the position of Director of Library Services salary for the position be classified as Grade 23 with a salary range approximately $67,100. - $102,000.

An appropriate job description has been established for the position. After (if) the position is approved, the County Administrator will determine the exact salary of the hiree, within the approved range, based on experience and qualifications. If approved, funding of the new position will begin January 1, 2012.

What action are you seeking from the Board of Commissioners?

If the Board concurs with staff's recommendation, there should be a motion to approve the establishment of the position of Director of Library Services within the County's Compensation and Classification System at Grade 23; and to approve an FY 2012 budget adjustment for funding 6 months of the approved position and benefits, beginning January 1, 2012, with funding to be transferred from the Fund Balance for said 6 months.

If this item requires funding, please describe:

Funding for this request will be required from Contingency since the position was not budgeted for in the FY 2012 Budget. Funding for six months for salary and benefits is needed.

Has this request been considered within the past two years?	Yes	If so, when?	Thursday, July 14, 2011
Is Audio-Visual Equipment Required for this Request?	No	Backup Provided with Request?	Yes

STAFF USE ONLY

Approved by Finance	Yes	Reviewed by Legal	Yes
Approved by Purchasing	Not Applicable	County Clerk's Approval	Yes
Administrator's Approval	Yes		

Staff Notes:

Minutes

Board of Commissioners
July 14, 2011
7:00 P.M.

Notice: A complete audio recording of this meeting can be heard by accessing Fayette County's Website at www.fayettecountyga.gov. Click on "Board of Commissioners", then "County Commission Meetings", and follow the instructions. The entire meeting or a single topic can be heard.

The Board of Commissioners of Fayette County, Georgia, met in Official Session on Thursday, July 14, 2011, at 7:00 p.m. in the Public Meeting Room of the Fayette County Administrative Complex, 140 Stonewall Avenue, Fayetteville, Georgia.

Commissioners Present:	Herb Frady, Chairman Robert Horgan, Vice Chairman Steve Brown Lee Hearn Allen McCarty
Staff Present:	Jack Krakeel, County Administrator Scott Bennett, County Attorney Carol Chandler, Executive Assistant Karen Morley, Chief Deputy Clerk

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ADMINISTRATOR'S REPORTS:

Chris Snell's position as Library Director: County Administrator Jack Krakeel reported on the Flint River Regional Library Board voting not to fund Ms. Chris Snell's position as Director of the Fayette County Library. He remarked that during the last 14 years Ms. Snell has been an employee of the Flint River Regional Library System and not a Fayette County employee. He said he had previously informed the Board at the Budget Workshop of Ms. Snell's dismissal by the Flint River Regional Library System due to budgetary cuts being made by the State. He said he would be meeting with Ms. Snell and bringing options and recommendations to the Board during the next several weeks to determine how the Board of Commissioners would like to move forward post January 1, 2012. He commended Ms. Snell on the outstanding job she has done for the Fayette County Library during the last 14 years. He noted that Ms. Snell's Director's position was the only one of its kind in the entire Regional Library System paid for by the Flint River Regional Library Board. He said the citizens of Fayette County view Chris Snell as the heart and soul of the Fayette County Public Library.

Commissioner Brown remarked that the Flint River Regional Library System was still asking for the same amount of money, and were just cutting the services through Ms. Snell that they were providing.

Mr. Krakeel replied that the Flint River Library System receives funding from each of the participating counties and municipalities that are part of the system. He said Fayette County's contribution to that system on an annual basis was approximately $75,000 per year and was predicated on a per capita basis. He said the City of Peachtree City and the Town of Tyrone also participate financially and have a fee that they pay to the Regional Library System. He pointed out that according to Ms. Zeiger of the Regional Library, who he had spoken to prior to final adoption of the County budget, their board made this decision recognizing additional cuts were coming from the State to their budget. He said when the Regional Library reviewed their position and the positions that they were filling, they felt this was the only course of action available to them since Ms. Snell was the only Director that they were paying within the Regional Library System. He also noted that out of all of the participating agencies and counties in that system, Fayette County was the most populated and by far the most urbanized county of all the counties in the Flint River Regional Library System. He said during the course of the next month to two months staff will move forward to formulate a plan. He said there might be some additional information potentially forthcoming that staff may be directed to look at and he felt staff would wait until after the August Workshop to really begin discussions specific to how the Board wants to proceed with this matter. Chairman Frady asked if this item would be on the August Workshop agenda and Mr. Krakeel replied yes.

Commissioner Horgan questioned if the Regional Library had stated what would happen with Ms. Snell's position after December 31st and Mr. Krakeel replied that this would be left up to the County and he noted that all of the rest of the employees at the Fayette County Library were County employees. Mr. Krakeel remarked that Ms. Snell's position was the only one paid for by the Flint River Regional Library System.

TITLE: Director of Library Services
DEPARTMENT: Fayette County Public Library

JOB SUMMARY: This position is responsible for directing the activities of the library within the framework of established philosophy, objectives and policies adopted by the County.

MAJOR DUTIES:

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews and selects new employees; facilitates staff training and motivation.

- Coordinates daily work activities; organizes, prioritizes, and assigns work; creates an atmosphere of teamwork and cooperation among staff; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise.

- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations; interprets library rules/policies for staff members and the public.

- Consults with County Administrator, Board of Commissioners, and others to approve policy, receive direction, or resolve issues.

- Coordinates library projects and activities with those of other departments, educational organizations, community organizations, or others as needed.

- Directs operations/activities of the library; plans, prepares, and monitors library budget; monitors expenditures and approves supply orders; develops plans, goals, and objectives for the library.

- Analyzes and evaluates library services; evaluates changes in the service community and changes in methods for providing information; communicates with library users to identify needs; plans new programs and services; ensures the library adapts to changing conditions in order to provide the highest quality of library services.

- Gathers information and responds to requests for information and surveys from state agencies and other organizations.

- Represents and promotes the library in the community; provides education and information to the community; gives speeches and presentations; prepares/distributes educational materials; acts as liaison with community organizations.

- Responds to questions and complaints about library facilities, materials, staff, or related issues; researches problems, provides information, and initiates problem resolution.

- Prepares or completes various forms, reports, correspondence, quarterly reports, annual reports, applications, grant proposals, grant reports, or other documents.

- Receives various forms, reports, correspondence, schedules, calendars, budget reports, statistical reports, payroll reports, leave requests, policies, procedures, chart of accounts, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

- Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, on-line catalog, Internet, or other software programs.

- Communicates with county administrator, library board members, employees, other county departments, educational organizations, community organizations, patrons, the public, state agencies, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

- Performs miscellaneous tasks associated with daily library operations, which may include reserving use of meeting rooms, assisting patrons in location books and information, recommending books, checking library materials in/out, or collecting overdue fines.

- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of library principles, methods and practices.

- Knowledge of archival management principles.

- Knowledge records management principles.

- Knowledge of current and emerging library technologies.

- Knowledge of internal and external computer networks and software.

- Knowledge of computers and modern office equipment.
- Knowledge of County policies and procedures.
- Skill in management and supervision.
- Skill in decision making.
- Skill in compiling information and preparing reports.
- Skill in operating such office equipment as a calculator, copier, and facsimile machine.
- Skill in interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The county administrator assigns work in terms of department goals and objectives. The work is reviewed through conferences, reports, and observation of library activities.

GUIDELINES: Guidelines include county and department policies and procedures, library procedures, PINES (Public Information Network for Electronic Services) policies and procedures, customer service protocols, and county ordinances. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied library administrative and supervisory duties.

SCOPE AND EFFECT: The purpose of this position is to manage the day-to-day operations of the county library. Successful performance in this position facilitates library services and enhances the image of the county.

PERSONAL CONTACTS: Contacts are typically with library patrons, other county employees, co-workers, Library Board members, elected officials, artists, authors, musicians, educators, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information, resolve problems, supervise employees, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, standing, walking, bending, stooping, or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, and uses equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position has direct supervision over all library personnel.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996 requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a Master of Library Science degree from an American Library Association accredited university.

- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.

- Possession of or ability to readily obtain a valid driver’s license issued by the State of Georgia for the type of vehicle or equipment operated.