

TO: Board of Estimates

FROM: Mike Lipski, Human Resources

DATE: February 10, 2017

SUBJECT: Program Assistant 1—Library

Library Director Greg Mickells is requesting a new position of Program Assistant 1 (CG32, R06) at the Library to assist with special events. With the new Central Library and its large space which accommodates all kinds of public and private events, the Library needs a permanent position to handle visitor services and events. The Library has drafted a position description (attached) which outlines work involving "...all aspects of visitor services, building rentals, caterers, bar service, and other vendors associated with rental events." Over the last couple years, this work has been handled by hourly Event Coordinator staff. However, as the number of events has grown, the Library has concluded that a permanent full-time position can be supported with this work. The money currently allocated to hourly staff performing this work would be reallocated to assist with funding this position.

The class specification for a Program Assistant 1 identifies the following work:

Employees in this class support a particular program or programs by performing or coordinating specialized program functions, interpreting and applying programmatic policies and procedures, and performing administrative tasks in support of the program. The work requires exercising considerable judgment and discretion in the interpretation and application of policies.

Because this new position would be required to independently oversee the rental program at the Library, it meets the criteria for a Program Assistant 1. Based on the above, I recommend creating a new position of Program Assistant 1 in the Library budget. We have prepared the necessary resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2017 Annual Minimum (Step 1)	2017 Annual Maximum (Step 5)	2017 Annual Maximum +12% longevity
32/06	\$45,149	\$50,739	\$56,828

cc: Greg Mickells—Library Director
 Krissy Wick—Director of Public Services
 Susan Lee—Business Manager
 Mark Benno—Facilities Manager
 Greg Leifer—Employee and Labor Relations Manager