



Agenda

CITY CLERK'S OFFICE

DATE 3/12/14 TIME 2:46-

PREPARED BY Maria Finley

APPROVED BY [Signature]

SANTA FE PUBLIC LIBRARY BOARD MEETING

Main Library
145 Washington Avenue
Pick Room

Tuesday, March 18, 2014
4:30 p.m.

- I. ROLL CALL
- II. APPROVAL OF MINUTES
February 18, 2014
- III. PRESIDENT'S REPORT
- IV. DIRECTOR'S REPORT
- V. NEW BUSINESS
 1. Election of President
- VI. OLD BUSINESS
 1. County Funds
 2. Update on Library Needs/Services
- VII. DATE OF NEXT BOARD MEETING
- VIII. ADJOURNMENT

Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.

**MINUTES OF THE
CITY OF SANTA FE
PUBLIC LIBRARY BOARD MEETING
March 18, 2014
Santa Fe, New Mexico**

PROCEDURES

A regular meeting of the City of Santa Fe Public Library Board was called to order on this date by Vice President Grace Brill at approximately 4:35 p.m., in the Pick Room, at the Main Library, 145 Washington Avenue.

Roll Call

Roll call indicated the presence of a quorum as follows:

Members Present

Grace Brill, Vice President
Jan Duggan
Lou Hernandez
Jose Sanchez
David Wagner

Excused

Rebecca Allahyari
Emily Dwyer

Staff Present

Pat Hodapp

APPROVAL OF MINUTES

Jan made a motion to approve the February 18, 2014 minutes, seconded by Lou, which passed unanimously by voice vote.

PRESIDENT'S REPORT

None

DIRECTOR'S REPORT

Pat stated that the minutes reflected that she would send out any information on La Farge to the Board. She let them know that there was not any new information at this time due to the Mayoral and City Councilors' election.

Pat shared with the Board that it was reported in the New Mexican that gross receipts tax was down. The City was anticipating \$500,000.00 from the annexation. Lou asked why the City thought the annexation would bring more money. Grace thought it was because of the businesses in the annexed region. Pat shared that most of the businesses were already in the City and there were not a lot of other businesses to be annexed. Pat brought up that the article had mentioned that Councilor Maestas said that the City should go back to the County to try and renegotiate City provided services. Discussion was held.

Pat handed out the job descriptions for Library Division Director, Library Services Director, Library Section Manager and Contracts Administrator. She went over each job description and explained what each position was responsible for and gave general information of the staff member's knowledge. Jan asked if there was a Library Services Director for each location. Pat said there was. The Library used to have a Library Services Director over both La Farge and Southside. Susie Sonflieth was the Library Services Director for La Farge and Southside. When Susie left, the Library was not allowed to fill her position. The other position that the City did not

allow the Library to fill was the Children's manager. Patricia Seavey took on the additional responsibilities for Southside and also the Children's services for the whole system. Kathryn Spangle took on the additional responsibilities for La Farge. Grace asked Pat who were her direct reports. Pat let the Board know who reported to her.

Pat shared that she was able to upgrade a Librarian position to a Contracts Administrator position since the person in that position is responsible for budget, contracts and keeping track of funding from City, State, Federal and the Friends. The person in this position handles the entire Library budget, submitting invoices to the City to pay vendors, and grants. David stated for clarification that the Library didn't pay the bills, they were sent to the City to pay. Pat said that was correct. She discussed the types of bills that were paid for by the City.

Pat let the Board know that many of the public computers are XP and will not be supported by Microsoft after April 5, 2014. Many of the patrons do their taxes and banking online. The computers will not be secure. Notices will be posted so that patrons are aware. ITT did not share this information with the Library or budget for new computers. Useful, which is the virtual based computer project, will not be installed until May 5. The only reason why the staff computers work is because the former Finance Director bought 49 staff computers with Windows 8 and took it out of ITT's budget. Joe asked Pat if another City like Albuquerque is in the same kind of position. Pat believed that they had a five year plan when they heard of the XP situation and they bought many computers at a time. The ITT department did not do that here. Joe asked if there are any Libraries anywhere that function by themselves without having to report to the City. Pat shared there are some community Libraries like Eldorado, where they have some responsibility back to the County, because the County is their governmental sponsor, however, all big Libraries report to their City government. Discussion was held.

Pat mentioned that the Contracts Administrator also tracks revenues, expenditures, expiration dates on agreements, all purchase orders and budget adjustment requests. Pat shared that David Larkins was promoted into this position. He was a library technician in circulation at Main. He also fills out detailed reports on every project, whether it is a grant or City funds. Margret Baca, Library Services Director of Technical Services, is David's supervisor. The Library is required to fill out detailed reports to the State Library because of the GO Bond and State aid.

Media materials are currently being security stripped. As soon as the security gates are installed, approximately 1,000 DVDs will be taken to the first floor. The security gates are scheduled to be installed between April 15 and April 28. Staff will also strip as many books on CD as they can. It takes a while to strip, however it is being done. Some of the 14 day items will also be randomly stripped.

The Library has been given permission to use the security guard inside the Library since most of the money comes from the Library's budget. The security guard will be stationed at a desk between the two doors. If the alarm goes off, the security guard or the staff member who is nearest is the one to ask the patron to come back, to check their materials. Grace asked if there had to be a new procedure or if there was one that already existed. Pat said that staff is working on procedures and who answers the alarm and what the guard can actually do.

New carpeting is being installed in the new Media area. The shelves for Media will be located past the computers toward the south area. All new DVDs, audiobooks

and 14 day books will automatically be stripped by staff when they come in for processing. The 1,000 DVDs being taken down are ones that are the most highly requested. Staff chose to strip the DVDs that have a high theft rate. David asked if the machines that catch the electronic strips are at the door. Pat said yes, those were the gates. Grace shared that those gates do not work. Pat explained to the Board that to replace the gates the cost was going to be \$25,000.00. At the time the Library did not have the money to replace them. The security gates are being purchased through a company called Bibliotheca with CIP funds. Grace asked if there was a plan to inform the public. Pat shared there would be signage asking the patron to return to the desk if the alarm has gone off.

Pat has requested to purchase security cameras with CIP funds for Main. Cameras are needed in the areas where the guards aren't present and at the back door, especially at night. Many City employees and volunteers come in through the back door and at times staff are not aware of them being in the building. The technical services area will also have cameras due to high theft of DVDs and new books. After staff unpacks the boxes and account for the new DVDs, they are put on carts and are locked in a cabinet until they are processed. Pat discussed the theft happening in the Media department.

David asked if the percentage of theft here is normal or if this was unusually high. Pat shared without gates and security it is unusually high, that is the reason for getting gates. Jan asked where the strips would be placed. Pat said they would go on the DVD. David asked if there was any idea what the thieves were doing with the items that are stolen. Pat believes they are taking them to the flea markets to sell.

NEW BUSINESS

Grace asked for nominations from the Board to elect a President. Grace recommended Lou to be considered for Library Board President and made a motion to elect him, seconded by David, which passed unanimously by voice vote. Grace brought up that for procedural reasons there would be another election in July, per the City Clerk.

Pat told Lou she would meet with him before the next meeting to go over minutes and to see if there would be any agenda items or anything else that would need to be done ahead of time that the Board might want information on. Grace turned the meeting over to Lou. Lou thanked the Board for electing him and stated that he was looking forward to being President. Lou extended his and the Board's thanks to Grace for all of the months that she assumed the President's responsibilities. Lou shared with the Board that he had seen most of their resumes. He handed the Board his resume. He stated that it was brief; however it showed where he has lived and the things that he has done.

Lou stated he wanted to continue with the agenda and discuss County funding.

OLD BUSINESS

Pat stated that according to the article in the newspaper the City is struggling with County funds due to the annexation. Pat asked David if he had any information to share with the Board regarding this situation. David shared he has not spoken to Danny Mayfield yet. When he does speak with him, he wants to make sure he is clear on what is to be discussed. David shared that at the last meeting Emily brought up that it was a complex situation. He is very interested and seems that this may be a good time to address it. Discussion was held.

Lou asked Pat how a recommendation from the Board gets to the governing body. He asked if a recommendation was made at this meeting, how would the governing body see it. Pat stated there were two ways. First, she would take it to her boss, Isaac Pino, and let him know what has been recommended and ask his advice because he knows what is going on in City government. Second, the Board can go to the City Councilors. La Farge would be an example of where the Board would make a decision and makes a recommendation. If it was to be put on the City Council agenda, Isaac would need to make that recommendation. If it is not on the agenda, the Board could make comments to the governing body when they ask for comments from the public. Lou stated that having it in the Library Board minutes wouldn't do it. Pat stated that it wouldn't. Lou stated that the Board would have to specifically send a recommendation. Pat stated yes, probably in a memo. Jan asked if it was more politic to go through Isaac first and talk to him about it. Pat shared it was because he knows what is going on and could give Pat advice and information to share with the Board.

Pat shared with the Board that the Mayor has asked each department for information on the types of partnerships they have. He is interested in what each department can do in the next 90 days regarding partnerships and ways to raise money as well as what can be done in the next year. The Mayor wants to know if these partnerships can be expanded and if each department is looking at all options. Pat shared the Library has partnerships with the Friends, the Brindle Foundation and many other organizations. Pat discussed the different partnerships the Library currently has. Pat shared with the Board that she met with staff to work on this project. Pat will share the final memo with the Board once it has been turned in.

Pat brought up that with the annexation there are 12,300 more residents in the City of Santa Fe. The Library will get more money from the 2016 GO Bond because the dollar amount is based on population. The funds are based on the legal Library service area. The State only counts the City of Santa Fe as the legal service area; however the Library serves the entire County. Pat explained the Library will need to come up with a formula as to how much of the unincorporated area can be claimed. Eldorado, Edgewood and part of Española cannot be claimed because they have public Libraries. Discussion was held.

Pat shared that within the next 90 days she would be contacting the donors who donated bicycles last year for the summer reading program to see if they would like to make a donation this year for \$1,500.00. Pat is also working on a grant to a garden club which would be for \$500.00. David asked if the Library had a grant writer. Pat stated no. David shared that a grant writer in most organizations is the most important person. Grace shared that even if the Library gets a grant there is a problem because of the lack of staff to oversee the program. Pat shared that it has been a problem and grants are carefully looked at before an application is submitted. Pat gave an example of how the Brindle Foundation has allowed the Library to hire a contract worker to be able to set up the programs. Dahlia sets up the programs and orders the books and whatever else she needs for the programs. The Library provides the space, make sure she gets paid and whatever else she may need is there for her.

Lou asked if the Board wanted to continue the discussion of County funds at the next meeting. The Board agreed. David also wanted to continue discussion on grants. Pat shared that there is a staff member also looking into the Dolly Parton Foundation for a grant. Lou asked if there were any other topics for the agenda. He also asked if the Board should talk more specifically about La Farge and

recommendations for La Farge. Grace stated that the Board should. Lou stated that it should be put on the agenda and also have update on Library needs and services. David asked for the deadline on La Farge. Pat stated 2017, however, what has happened is the Schools are looking for someone to purchase the land and the City has not made a decision on if they will purchase the land. One of Pat's recommendations has been for the Mayor to appoint a blue ribbon committee on La Farge. It could include members from the Library Board, Friends and community leaders.

Pat brought up that there are two new City Councilors. She would like to invite them to a Library Board meeting. Lou would like for Pat to arrange to have the new Councilors come to a meeting.

DATE OF NEXT BOARD MEETING

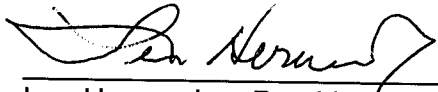
The next regularly scheduled meeting will be held on April 15, 2014 in the Pick Room, at the Main Library, 145 Washington Avenue, Santa Fe, at 4:30 p.m.

The library has received no requests for patron information and library usage through the Homeland Security act or other agencies.

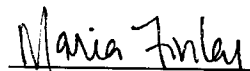
ADJOURNMENT

Grace made a motion to adjourn, seconded by David, which passed unanimously by voice vote. The meeting adjourned at approximately 5:45 p.m.

ACCEPTED BY:



Lou Hernandez, President



Maria Finley, Recorder

City of Santa Fe

Job Description



Job Title: Library Division Director	Job Code:
Division: Library	Effective Date:
Department: Community Services	Last Revised:

GENERAL PURPOSE

Manages library services for the City of Santa Fe and coordinates all activities of the City library system, consisting of one main library, one branch library and one storefront library.

SUPERVISION RECEIVED

Works under the general supervision of the Community Services Director.

SUPERVISION EXERCISED

Provides close to general supervision to staff.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Plans, organizes, and directs functions of the Santa Fe Public Library system in order to meet informational, educational and recreational needs of the community.

Acts as liaison between Library staff and other public service agencies.

Responsible for short and long term planning and maintenance of all system facilities; oversees management information system.

Responsible for personnel management, staff development, training, hiring, disciplinary actions, and evaluation of staff.

Develops, implements and revises library policies and procedures.

Plans, presents, administers and monitors annual budget; works with section heads and program coordinators to ensure that appropriate balances of services is provided system-wide.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Master's degree in library science from an accredited graduate library school

AND

B. six (6) years of professional library experience, two (2) of which must have been in a supervisory capacity.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of the methods, policies, practices, principles and procedures of professional library work; working knowledge of library automation practices. Must have comprehensive knowledge of the processes of management and supervision.

Considerable skill in developing and implementing operating policies and procedures.

Ability to plan and organize workloads and schedules and to evaluate library needs and services provided. Ability to develop and operate within a budget. Ability to communicate effectively and concisely, orally and in writing. Ability to develop and implement operating policies and procedures; ability to communicate effectively with staff and the general public.

3. Special Qualifications: Must possess a valid driver's license. Must obtain a City of Santa Fe Driving Permit within six (6) months of hire.
4. Work Environment: Work is performed in an office setting. Must have the ability to hear and speak and have good visual acuity. May be required to work nights and weekends.

City of Santa Fe

Job Description



Job Title: LIBRARY SERVICES DIRECTOR	Job Code:
Division: Library	Effective Date:
Department: Community Services	Last Revised: 04/05

GENERAL PURPOSE

Manages library services of the Main Library, Branch Libraries, or Technical Services. Participates in the planning and evaluation of system-wide policies, procedures and programs. Responsible for overseeing library facilities, budget, databases, personnel and day to day services. In the absence of the Library Division Director, may be asked to be in charge of the library system

SUPERVISION RECEIVED

Works under the general guidance and direction of Division Director

SUPERVISION EXERCISED

Provides close to general supervision to staff.

ESSENTIAL FUNCTIONS [A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class.]

Supervises, administers and manages library services and personnel in the specific area of assignment.

Participates on the management team for library policy development, database integrity, community assessment, program development and evaluation, community outreach, and short and long range planning.

Conducts performance evaluations for staff; recommends hiring and disciplinary actions; plans, directs and reviews work of staff; communicates regularly with staff; trains staff.

Sets goals and objectives for staff; schedules assignments; reviews payroll information; interprets and implements City and Library Division policies and procedures; provides staff training.

Prepares annual budget requests; monitors budget; submits information for orders; solicits staff input on budget needs and consolidates requests as appropriate.

Negotiates and monitors professional services contracts for the Library System.

Additional essential functions for assignment in the Main Library:

Oversees Main Library services such as Media, Reference, Circulation, Children's and supervises staff with system-wide responsibilities such as automation and interlibrary loan.

Responsible for the Main Library physical facility, its repairs, upkeep, furnishings, equipment, maintenance and building improvements, serving as liaison with other city staff and private vendors involved with the facility.

Oversees collection development for the Main Library, in collaboration with the Branch Library Services Director.

Plan and coordinates program development and community outreach such as the Santa Fe Festival of the book in collaboration with Branch Director and acting as liaison to community groups, presenters, publishers, book sellers, and volunteers.

Additional essential functions for assignment in the Branch Libraries:

Oversees Branch Library services such as Reference, Circulation, and Children's and supervises staff with system-wide responsibilities such as youth services.

Responsible for the Branch Library physical facilities, their repairs, upkeep, furnishings, equipment maintenance and building improvements, serving as liaison with other city staff, leasing agents, and private vendors involved with the facilities.

Oversees collection development for the Branch Libraries in collaboration with the Main Library Services Director.

Plans and coordinates program development and community outreach such as the Santa Fe Festival of the book, in collaboration with other city staff, community groups, presenters, publishers, book sellers, and volunteers.

Additional essential functions for assignment in Technical Services:

Manages system-wide Technical Services including acquisitions, bibliographic control, physical processing, and database maintenance. Enhances efficiency and maintains quality through staff development, use of technology, outsourcing, networking and cooperation with other libraries and institutions.

Collaborates with public services staff on accessibility of library materials for the public.

Oversees the contractual services provided by AMIGOS Library Services and acts as a liaison between the library and the other service representatives.

And other Duties as may be required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Master's degree in library science.

AND

B. Four (4) years of professional library experience, two (2) of which must have been in a supervisory capacity.

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Extensive knowledge of library tasks and operations, resources and research methods. Knowledge of professional library practices and trends. Knowledge of the principles and applications of effective supervisory techniques. Knowledge of the tools and practical applications of acquisitions and bibliographic control. Knowledge of library automation systems and electronic resources. Knowledge of community needs and interests, and the ability to work effectively with the public. Must have knowledge of personal computers and other office equipment.

Strong organizational skills, and in communications, both orally and written.

Analytical ability, and ability to work both cooperatively and independently Ability to present information clearly, concisely, orally and in writing; to establish effective working relationships with associates and the public.

3. Special Qualifications:

4. Work Environment:

Work is performed in a library setting with moderate noise; physical demands of the position includes standing, walking, sitting, carrying, pulling, stooping, kneeling, crouching, reaching, and handling. Must be able to hear, speak, and have a good visual acuity including close, distance, peripheral, depth and color vision. Evening and/or weekend work may be required. May be required to respond to emergency calls.

City of Santa Fe

Job Description



Job Title:	LIBRARY SECTION MANAGER	Job Code:	
Division:	Library	Effective Date:	
Department:	Community Services	Last Revised:	04/05

GENERAL PURPOSE

Manages, supervises, and oversees operations in a library section within the Library System.

SUPERVISION RECEIVED

Works under the general guidance and direction of Library Service Director

SUPERVISION EXERCISED

Provides close to general supervision to staff.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class.)

Oversees and manages a section within the Library System (Circulation, Reference, etc.). Assists in the development of library section policies; develops and implements procedures; communicates policies to staff and patrons.

Interviews and makes recommendations for hire of new employees; trains, assigns duties; handles personnel related issues including performance evaluations and disciplinary actions. Communicates Division and City of Santa Fe Rules, Regulations and Policies. Schedules and conducts staff meetings; reviews and processes timesheets and employee requests for time off.

Provides assistance to the public and staff on the use of reference sources, including computer catalog and indices and on-line resources. Stays current on new informational resources.

Works on the reference desk answering questions and instructing patrons in the use of library resources using a variety of tools such as on-line services, print materials, computer catalog, CD-Rom products, etc. Interprets and enforces library rules and policies; trains patrons in library use and reference tools.

Oversees physical conditions of building and equipment in area of assignment; researches and secures bids for furniture, equipment and services for the library.

May be assigned to work in one or more sections of the Library system.

Additional essential functions for assignment in Collection Management: Evaluates collection; makes decisions on discarding materials from the circulating collection; manages the arrangement of the circulating collection; makes selections of new materials; processes patron requests for materials; manages gifts to the collection. Selects and orders appropriate supplies within the budget.

Researches and requests bids and provides follow up for furniture, equipment and maintenance functions.

Additional essential functions for assignment in Reference Services: Selects current reference tools and replaces outdated sources; keeps reference tools current with local information; learns and updates automated technology and informs and instructs other reference desk staff members.

Reviews professional literature for reference purchases; manages the discarding of reference materials, orders replacements; reviews and evaluates automated products and other reference tools for purchase.

Oversees Inter-library loan services.

Additional essential functions for assignment in Youth Services: Coordinates the activities of the youth services staff throughout the system. Plans, publicizes, and implements youth and family programming year round, including the Santa Fe Festival of the Book.

Plans youth programming for Works in partnership with other public and private agencies in the city to provide literacy activities.

Prepares funding requests and final reports. Establishes policies and procedures for the youth services system-wide. Oversees the selection of age/developmentally appropriate books for the children's and young adult section. Provides reader's advisory and reference, and educational services for adults, children, and young adults.

Additional essential functions for assignment in Circulation:

May serve on the automation committee

Participates in overall technology planning and PC support.

Researches and recommends new technology to better serve the public and staff.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor's Degree; **and**
- B. Four (4) years of work experience in assigned area or Masters degree in Library Science (MLS) plus two (2) years of professional library experience in circulation, reference or youth services, or collection management. Must have supervisory experience totaling one (1) year. Previous experience working with the public and general knowledge of computers is required; **or**
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Extensive knowledge of library services tasks and of library operations, resource materials, reference and research methods. Knowledge of professional library practices and trends. Knowledge of the principles and application of effective supervisory techniques; knowledge of computer operations and of audio-visual equipment operation. Knowledge of community needs and interests; principles of book selection. Knowledge of automated systems in information retrieval and dissemination of information.

Considerable skill in the use of reference tools and resources for selection of materials.

Ability to type is required. Ability to present information clearly concisely, orally and in writing; to establish effective working relationships with associates and the public.

3. Special Qualifications:

Must have knowledge of general office equipment including personal computers, photocopy machines, facsimile machines, etc.

4. Work Environment:

Work is performed in an office environment with quiet to moderate level of noise. Position involves standing, walking, sitting, carrying, pulling, climbing, stooping, kneeling, crawling, crouching, reaching, and handling. Must be able to speak, hear and have good visual acuity including close, distance, peripheral, depth and color vision. Must be able to lift and/or move 20 pounds. May be required to work evening and weekends. May be required to respond to emergency calls during and outside regular library hours.

City of Santa Fe

Job Description



Title: Contracts Administrator	Code:
Division:	Effective Date:
Department: Citywide	Last Revised: 2/18/2013

GENERAL PURPOSE

Performs a variety of specialized professional and technical duties related to the management of City contract services.

SUPERVISION RECEIVED

Works under the general supervision of an assigned supervisor.

SUPERVISION EXERCISED

May provide supervision to assistant staff as needed.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Develops professional service agreements (PSA), request for proposal (RFP) bid packages, and contract amendments; processes memos, resolutions, contracts, agreements, informational items, etc. through the committee and City Council administrative process, i.e., coordinating with appropriate staff in legal, PUC, PWC, Finance, and City Clerk to place items on agenda.

Provides financial oversight of project budgets; prepares spreadsheets to track revenues, expenditures, and expiration dates for all contracts, agreements, and grants; prepares contract and project purchase orders; processes and tracks related payments.

Manages loan programs as assigned; issues loan amounts; tracks monthly billing and payments; issues late notices as needed.

Helps prepare annual division/department budgets; develops tracking system for all division budgets; reconciles revenue, expenditures, and encumbrances with City system; prepares cash flow analysis and year end budget projections.

Prepares various Finance Committee items to ensure that budget--grant funding revenue and expenditure--is carried out upon approval; prepares Finance Department forms and helps prepare, reconcile, and track same with the approved budget through the administrative process.

Develops and maintains detailed records of project costs, financial reports, and status reports using database and spreadsheet applications; updates governing body; requests mid-year review from Finance Director and division/department director as needed; audits project costs from enterprise funds for mid-year reporting for review by City Council.

Prepares, logs, and tracks agreements, quantity sheets, and authorizations; processes change orders and amendments on large projects; prepares final "as-built" quantities and project closeout documents.

Helps prepare/coordinate presentation materials for meetings and hearings, i.e., power point slides, lap top, projector, handouts, spreadsheets, etc.; performs other related duties as assigned.

Writes and submits grant applications to potential funding sources to secure funds necessary for continued program operation.

Additional Essential Functions for Assignment for Library Division:

Assists in the ordering and invoicing of Library materials (books and media) and supplies from library vendors.

Prepares reports for Federal, State, County and local (Friends of the Library) on Bond, MOU, and other grant expenditures.

Compiles financial reports for required annual State Library reports, and other library entity reports.

Unpacks shipments of library orders.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor's degree in business administration, accounting, public administration, economics, finance, or related field; **and**
- B. Three (3) years experience in financial reporting, budget preparation, business computer applications, or related field; **or**
- C. An equivalent combination of education and experience. Preference given for contract administration experience.

2. Knowledge, Skills, and Abilities:

Knowledge of: accounting principles and practices, including the keeping of financial account records; city purchasing procedures; modern office terminology; and the rules and regulations related to the tasks performed.

Ability to: prepare reports and presentations; understand and operate modern office equipment including, calculator and word processing systems; and develop and maintain good working relationships with contractors and City officials.

3. Special Qualifications:

None.

4. Work Environment:

Work is primarily performed in a typical office setting with appropriate climate controls and exposure to VDT's and CRT's. Some fieldwork will be necessary. Tasks require a variety of physical activities not generally involving muscular strain. Assignment to the Library Division requires unpacking shipments of library orders which involves lifting and moving of boxes up to 40 lbs. Periodic walking, standing, stooping, bending, sitting, and reaching are required in the normal course of essential job duty performance. Speaking, hearing, and seeing are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, and discriminative thinking. Some evening and weekend work may be required.