



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

Voice (802) 865-7145

Fax (802) 864-1777

Vermont Relay: 7-1-1 or 800-253-0191

To: Board of Finance

From: Julie Hulburd, Human Resources Generalist
Susan Leonard, Human Resources Director

Date: September 11, 2013

Re: Reorganization of the Fletcher Free Library Personnel

We respectfully recommend the approval of the reorganization of personnel at the Fletcher Free Library as requested by Director Rubi Simon. CAO Rusten has also reviewed these requests and is in agreement.

As Director Simon notes in her request, the library completed an extensive review of its organizational structure. In the course of that review the following needs were identified:

- Need for a position to assist the Library Director in identifying and carrying out development and fundraising opportunities.
- A position within the library structure to assist the director in the tracking of finances and budgetary items.
- A need to reclassify two Library Page positions to allow for flexibility in scheduling and coverage of the library's public service desk.

Based on these identified needs Library Director Rubi Simon submits the following proposed changes to the Library's organizational structure:

Elimination of the following position:

- Library Assistant I, AFSCME RPT 20 hour per week, Grade 12

Creation of the following positions:

- Development Coordinator, RPT 20 hour per week, Grade 14
- Financial Assistant, AFSCME RPT 20 hour per week, Grade 15

The reclassification of the following positions:

- Reclassification of two RPT 20 hour per week, Library Page positions, Grade 10,
 - Proposed to be reclassified to two RPT 20 hours per week Library Assistant I positions, Grade 12.

The rationale for the proposed changes is as follows:

Elimination of the currently vacant Library Assistant I Grade 12:

Currently there is a vacant Library Assistant I, AFSCME RPT 20 hour per week, grade 12 position at the Fletcher Free Library. This position became vacant in November of 2012, following the retirement of the individual who was an employee of the Library for seventeen years. The salary for this position at the time of the vacancy was grade 12, step 14, which currently equates to an annual salary of \$20,944.18 (according to the FY14 AFSCME pay scale)

Creation of a Development Coordinator, Grade 14 Non-Union RPT 20 position:

The City of Burlington does not discriminate on the basis of political or religious affiliation, race, color, national origin, age, sex, sexual orientation, marital status, veteran status or disability.

The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.



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Director Simon has requested the creation of a regular part-time twenty (20) hour per week Development Coordinator to assist in the creation of a consistent fundraising plan for the Fletcher Free Library. As Director Simon notes in her memo, these tasks had been largely outsourced in previous years. Review of the proposed job duties resulted in a Grade 14 ranking in the modified Willis Classification System. The FY14 annual salary amount for Grade 12, step 1 position, based on a 20 hour work week is \$19,692.87. This salary and associated benefit costs would be added to the Library's budget, and also offset by funds raised.

Creation of a Financial Assistant, Grade 15 AFSCME RPT 20 position:

Additionally, Director Simon has requested the creation of a regular part-time twenty (20) hour per week Financial Assistant to centralize and better coordinate budgeting tasks as well as assist in identifying cost saving measures. Review of the proposed job duties resulted in a Grade 15 ranking in the modified Willis Classification System. This is consistent other Financial Assistant positions within the City of Burlington. The FY14 annual salary amount for Grade 15, step 1 position, based on a 20 hour work week is \$20,977.58. This salary and associated benefit costs would be added to the Library's budget, and offset by the elimination of the Library Assistant I Grade 12.

Reclassification of two part-time Library Page positions to Part-Time Library Assistant I positions:

Also included in Director Simon's request is a reclassification of two part-time Library Page positions to two part-time Library Assistant I positions. Currently there are two Library Pages, whose job descriptions limit their ability to assist in covering the Fletcher Free Library's public service desk. Reclassifying these positions will allow the Library greater flexibility covering this important aspect of customer service. At the present time the Library Page is a Grade 10 position within the Willis Classification System. One Library Page position is a 20 hour per week position, and the incumbent is a Grade 10, step 10 which is an annual salary of \$18,424.43. The second Library Page position is a 23 hour per week position and the incumbent is a Grade 10, step 1 which is an approximate salary of \$18,575.31.

The Library Assistant I position is a Grade 12 position, upon reclassification the incumbent for the first Library Assistant position, working 20 hours per week, would be placed at a Grade 12, step 5 equating to an annual salary of \$19,101.16. The incumbent for the second Library Assistant I position, working 23 hours per week would be placed at a Grade 12, step 1, equating to a salary of \$20,424.92. Step placements in for each of these employees is based on Section 9.2(d) of the AFSCME contract, which states "if an employee is promoted or is in a position that has been reclassified to a higher grade, the employee will enter that higher grade at the lowest step which ensures at least a five (5) percent increase over his or her current rate." These two reclassifications equate to an increase of \$2526.34. Benefits classifications for these employees would not change.

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The table below demonstrates the net financial effect of the reorganization for the Fletcher Free Library:

FFL Reorganization Financial Impact to Salaries									
FY14									
New Positions									
Title			Grade/Step						Change in Salary Costs
Development Coordinator	RPT	20	14/1	\$19,692.87					\$ 19,692.87
Financial Assistant			15/1	\$20,977.58					\$ 20,977.58
Positions Changing									
Title		hrs/wk	Grade/Step		Change to		hrs/wk	Grade/Step	Salary
Page	RPT	23	10/1	\$18,424.43	Library Assistant I	RPT	23	12/1	\$19,101.16
Page	RPT	20	10/10	\$18,575.31	Library Assistant I	RPT	20	12/5	\$20,424.92
Eliminated Position									
Library Assistant I	RPT	20	12/14	\$20,944.18					\$ (20,944.18)
Total Impact to Salaries									\$ 22,252.61

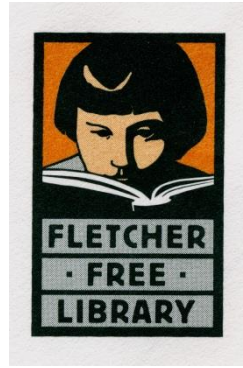
Current and proposed organizational charts and associated job descriptions are attached for your ease of reference. If approved, the reorganization will become effective following City Council approval and upon Mayoral signature on the resolution.

Attached please find supporting documentation for the above requests. If approved, the above reorganization will be effective following Board of Finance, City Council, and Mayoral approval.

Thank you for your consideration.

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To: Board of Finance
From: Rubi Simon, Library Director
Date: September 9, 2013
RE: Request for Library Positions

The Fletcher Free library is evaluating the organizational financial structure and staffing needs necessary for the ongoing growth and success of the public library. Under the new restructuring plan the library requests Finance Board approval for the creation of two financial positions. The positions include a part-time Financial Assistant, part-time Development Position and the upgrade of two Library Page positions as discussed during the budget process for FY14.

The Financial Assistant position was to be funded through a vacancy that was in FY13 for the amount of \$29,321.85. The development position and the library assistant upgrades were to be partially funded by reducing the library's sub budget by \$12,000 that had been allocated for an AmeriCorps position. There were also other minimal reductions throughout our operating budget lines and a request of an increase of the budget for the remaining amount of \$18,143.11. It is the library's understanding that the positions had been approved, but are not currently reflected in the FY 14 budget. The reductions, as well as the removal of the vacancy are reflected in the FY14 budget. The library is respectfully requesting to have these positions currently funded through the contingency fund. The total amount requested is \$59,464.96.

After a historic review of the library's staffing structure at the Fletcher Free, it is clear there has not been any financial staffing model in place to assist in the administration of the library's budget of \$1.3 million.

Without an internal financial position, the library's fiscal responsibilities to manage funds efficiently, take on new initiatives, as well as allowing the assessment of effective staffing structure, makes it difficult to ensure that we are thriving and meeting the needs of the community.

The Financial Assistant would directly support the Director in streamlining and evaluating budget management and all revenues, allowing the ability to properly appropriate and manage cost saving opportunities and allocation of funds. This position would allow the Director to seek new funding prospects, grants and creative opportunities to build the fiscal strength of the library.

The current operating procedures at the Fletcher Free library have various staff members managing several aspects of the budget. Keep in mind, this work is not related to their current

job descriptions or expertise. The current structure makes it difficult to appropriate public library service responsibilities and manage funding procedures effectively. The new position's primary responsibilities will include maintaining library financial records by accurately processing financial transactions including operating budget, payroll, fundraising accounts, grants and other related duties.

The library's request for the creation of the development position is to establish a consistent fundraising model to help offset the cost of the growing public library needs. There are various models and opportunities of fundraising that the library has not been able to establish consistently. It is critical that the library have a position whose expertise is to constantly identify new sources of revenue and opportunities both local and national. The Fletcher Free for the past four years has contracted a development consultant for a total of 160 hours a year. While helpful, this effort is not enough to sustain a library serving a population of 42,000. Other comparable libraries of our size have established formidable fundraising models that ensure consistent fundraising efforts to help offset their tax support and allow them to grow their public library staffing and service needs.

Lastly, we would like to request the upgrade of two Library Page positions to Library assistants in order to allow more flexibility in coverage of public service departments. We are consistently in need of coverage for the various public service desks which include the computer center, youth department, and the main circulation area. The Library Pages are restricted by the current job description to only support shelving needs continuously upgrading them to cover staff shortages.

We see these positions as a critical component to the operations of the Fletcher Free Library for it to continue to thrive and be able to function as a self-sufficient department of the city.

The attached documentation from HR documents the changes for each position being requested. Thank you for your consideration of these important changes.

March 26, 2004
Library Asst. I

City of Burlington Job Description

Position Title: Library Assistant I

Department: Library

Reports to: Circulation Chief /Youth Services Librarian/Acquisitions Librarian

Pay Grade: 12

Job Code: 214

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for performing patron service and general clerical work at the circulation, and the Acquisitions Department of the Library.

Essential Job Functions:

- Greet and respond to patron requests for information and materials and assistance in person, by telephone or via the Vermont Automated Library System.
- Provide general patron orientation to Library collections and use of the Library
- Direct patrons to appropriate public service desks or other library staff as needed to best meet the patron needs.
- Maintain decorum for the library per library policies and procedures.
- Provide a variety of patron services using a fully integrated automated library system, including but not limited to; entering patron data, such as name and address and issuing library cards; recording changes of address/name and using the notes field to record special circumstances, charging library materials in-and-out.
- Processing overdue notices and bills to meet deadlines set forth by library systems administrator; including but not limited to; telephoning delinquent accounts.
- Receiving fines and donations and crediting patron accounts.
- Searching the automated card catalog to place holds; and process reserves and patron requests for information; renewing library books and materials for patrons in-house or over the telephone.
- Perform voter registrations.
- Answer phone calls, phone requests, take and distribute messages.
- Research, receive order and expend and process library books and materials including tracking of periodical in a computer program called "Tracker".
- Responsible for assisting administrative department with processing weekly payroll, statistical tracking for grant writing.
- Responsible for ordering supplies for the library including but not limited to; processing vouchers, receive and verify supply orders with co-director for approval of associated costs and develop and maintain ordering supply forms with required data needed to complete orders.
- Check in and distribute incoming mail, and collect, seal and stamp outgoing mail.
- Handle cash receipts and keep records of disbursements and balance cash on hand at the

end of day.

- Research and process requests for interlibrary loans; maintain a record of all loan activity per VALS (VT. Automated Library System) procedures.
- Assist pages in shelving library materials - alphabetically or numerically - in stacks as needed
- Conduct basic bibliographic research for patrons and displays.
- Prepare materials for circulation; ie put carts in order, check in.
- Research and prepare order form for patron requests and provide correct information for Selectors or inter-library loan department.
- Schedule conferences rooms.
- Responsible for opening and closing procedure for library
- Maintain and create book displays and Bulletin boards.
- Report violations of library rules or other conduct effecting library security to supervisor.

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required.
- Two years in public service setting in an office environment required.
- Associates degree and two years work experience in office setting, accounting experience preferred.
- Ability to interact with co-workers and public in a professional and courtesy manner.
- Ability to learn and use fully integrated automated library system.
- Ability to file alphabetically, numerically and to learn the Dewey Decimal filing system.
- Ability to type 40 wpm.
- Familiarity with computers, word processing, accounting software and automated library systems, and standard office equipment.
- Demonstrated knowledge of including but not limited to Microsoft, word, excels.
- Knowledge of Internet usage and email and standard office equipment.
- Ability to obtain a working knowledge of all department operations and procedures and relevant City policies.
- Ability to learn and interpret department polices and procedures.
- Ability to communicate to co-workers and general public orally effectively.
- Work is performed in a public service library setting, which will require some evening and weekend work.
- Able to handle volatile or potentially dangerous individuals and situations following library procedures.
- Work does require standing for long periods.
- Work requires the ability to lift, stretch and bend.
- Demonstrated commitment to diversity and cultural competency.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception	within and between	<input type="checkbox"/> 25 pounds
(Red, green, amber)	warehouses/offices	<input type="checkbox"/> carrying (specify)
<input type="checkbox"/> hearing/listening	<input type="checkbox"/> climbing	<input type="checkbox"/> 25 pounds
<input type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and	<input type="checkbox"/> driving (local/over
<input type="checkbox"/> touching	dismount forklift/truck	the road)
<input type="checkbox"/> dexterity	<input type="checkbox"/> pushing/pulling	
<input type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input type="checkbox"/> reading - basic	<input type="checkbox"/> math skills - basic	<input type="checkbox"/> analysis/comprehension
<input type="checkbox"/> reading - complex	<input type="checkbox"/> math skills - complex	<input type="checkbox"/> judgment/decision
<input type="checkbox"/> writing - basic	<input type="checkbox"/> clerical	making
<input type="checkbox"/> writing - complex		
<input type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input type="checkbox"/> verbal contact w/others	<input type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: _____ Indirectly Supervises: _____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

Library Assistant I

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negotiate with AFSCME regarding changes in position descriptions. The City's provision of revised position descriptions is in no way an admission of any obligation to negotiate or voluntary commitment to negotiate changes in position descriptions.

Library Page Grade 10 Payscale

		AFSCME With 2.0 Increase from FY13				TABLE 32 for FY 14										
		Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Grade																
Annual	10	32304.97	32910.66	33516.83	34122.52	34728.22	35334.15	35939.84	36242.92	36546.01	36848.85	37151.7	37454.55	37757.39	38060.48	38363.32
Weekly		621.2494	632.8973	644.5544	656.2023	667.8503	679.5028	691.1507	696.9793	702.8078	708.6318	714.4558	720.2797	726.1037	731.9322	737.7562
Hourly		15.53123	15.82243	16.11386	16.40506	16.69626	16.98757	17.27877	17.42448	17.5702	17.71579	17.86139	18.00699	18.15259	18.29831	18.44391

Library Assistant I Grade 12 Payscale

		AFSCME With 2.0 Increase from FY13				TABLE 32 for FY 14										
		Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Grade																
Annual	12	35521.7	36192.05	36861.93	37532.52	38202.39	38944.06	39542.86	39882.79	40212.97	40547.91	40883.08	41221.11	41553.19	41888.37	42223.55
Weekly		683.1096	696.001	708.8832	721.7792	734.6614	748.9242	760.4395	766.9766	773.3263	779.7674	786.2131	792.7136	799.0999	805.5456	811.9913
Hourly		17.07774	17.40003	17.72208	18.04448	18.36653	18.7231	19.01099	19.17442	19.33316	19.49419	19.65533	19.81784	19.9775	20.13864	20.29978

City of Burlington Job Description

Position Title: Development Coordinator

Department: Fletcher Free Library

Reports to: Director, Fletcher Free Library

Pay Grade: 14

Job Code:

Exempt/Non-Exempt: Non-Exempt

Union: Non-Union

General Purpose:

The Development Coordinator provides administrative support and is responsible for direct fund raising and development related events and tasks. The Coordinator reports directly to the Library Director and works closely with the library's development committee. The Coordinator assists with fund raising activities including fund drives, major gifts program, donor relations, fund raising events, and other fund development activities. Position provides administrative support for donor database, mailings, acknowledgments, and recognition. Position assists with donor recruitment, cultivation, retention, stewardship and appreciation. The Coordinator also assists with messaging and communications strategies, including marketing, public relations and social media related to development fund raising efforts.

Essential Job Functions: (This section outlines the fundamental job functions that must be performed in this position. The related job requirements and physical, mental and reasoning requirements outlined in the next two sections state the underlying requirements that an employee must meet in order to perform these essential functions. The three sections together describe the essential functions of this position)

- Create monthly written development activity and fund raising report and other database reports as needed. Research appropriate benchmarks and metrics and report on new donors, donor retention, attrition, donation amounts and other appropriate information needed to assess fund development goal and objective accomplishment.
- Implement and oversee approved annual plan including annual membership campaign, corporate solicitations, grant writing and special events.
- Research corporations, foundations and government agencies that provide resources to the arts. Conducts regular and extensive research on potential contributors, reaches out to other fund-raisers to gather ideas and share experiences; writes proposals.
- Recruit, coordinate, and oversee volunteers for fund development and fund raising activities.
- Network with the business community to pursue financial and in-kind support.
- Work with Library Director and Board to design any collateral materials needed for development activities.
- Manage and oversee grant proposals, coordinate materials to be included in proposals, and ensure that deadlines are met.
- Develop and maintain direct solicitation lists, call lists, etc and acknowledge *every* donation in writing in a timely manner.

- Maintains fundraising files, database(s) and tracks donations.

Qualifications/Basic Job Requirements:

- Bachelor's degree in related field and 3 years' experience in development, sales or fundraising required.
- Experience working with donor database software.
- Flexible schedule, will be required to work evening events.
- Ability to write clearly for various purposes, from thank you letters to grant proposals to formal gift acknowledgement.
- Proficiency in keyboarding and intermediate computer skills.
- Strong organizational and time management skills.
- Familiarity with local donor community is preferred.
- Ability to work in PC format with knowledge of Microsoft Office software (Word, Excel, and PowerPoint) Strong communication skills, both verbal and written, required.
- Ability to professionally represent the Fletcher Free Library and the City of Burlington inside and outside of City Hall.

Physical & Mental/Reasoning Requirements; Work Environment:

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- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> seeing | <input type="checkbox"/> ability to move distances | <input type="checkbox"/> lifting (specify) |
| <input type="checkbox"/> color perception | <input type="checkbox"/> within and between | <input type="checkbox"/> pounds |
| <input type="checkbox"/> (red, green, amber) | <input type="checkbox"/> warehouses/offices | <input type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing | <input type="checkbox"/> pounds |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and | <input type="checkbox"/> driving (local/over |
| <input checked="" type="checkbox"/> touching | <input type="checkbox"/> dismount forklift/truck | <input type="checkbox"/> the road) |
| <input checked="" type="checkbox"/> dexterity | <input type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |
| <input type="checkbox"/> reading - basic | <input type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision |
| <input type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | <input type="checkbox"/> making |
| <input checked="" type="checkbox"/> writing - complex | | |
| <input type="checkbox"/> shift work | <input type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |
| <input checked="" type="checkbox"/> verbal contact w/others | <input type="checkbox"/> noise | <input type="checkbox"/> fumes/odors |

☒ face-to-face contact
☒ inside

☐ mechanical equipment
☐ electrical equipment

☐ hazardous materials
☐ dirt/dust

Supervision:

Directly Supervises: _____

Indirectly Supervises: 2-3

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Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

(created 03/90; revised 11/94; revised 4/2000; 08/2002; revised 06/2006; revised 03/07)

Development Coordinator Grade 14 Payscale

Non-Union

With 1.0% Increase from FY13

TABLE 32NU for FY 14

		Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Grade															
Annual	14	39385.75	40133.46	40880.69	41628.64	42376.1	43123.81	43871.28	44245.13	44618.99	44992.84	45366.46	45740.07	46114.16	46487.78	46861.63
Weekly		757.4183	771.7973	786.1672	800.5507	814.9251	829.3041	843.6785	850.868	858.0574	865.2469	872.4319	879.6168	886.8108	893.9958	901.1852
Hourly		18.93546	19.29493	19.65418	20.01377	20.37313	20.7326	21.09196	21.2717	21.45144	21.63117	21.8108	21.99042	22.17027	22.34989	22.52963

Classification Scores
June 2013

Development Coordinator			
Knowledge & Skills	D1X		122
Mental Demands	D3H		35
Accountability	C1S		61
Working Conditions	L1B		6
			224
Total			
Classification	Regular Part-Time Grade 14		

City of Burlington Job Description

Position Title: Financial Assistant

Department: Library

Reports to: Library Director

Pay Grade: 15

Job Code:

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: This position is responsible for maintaining library financial records by accurately processing financial transactions including operating budget, payroll, fundraising accounts, and grants and other related duties.

Essential Job Functions:

- Assist Library Director with budget preparation
- Interface with departments regarding and processing administering accounts receivable and accounts payable; including purchase orders, invoices, and payroll
- Run monthly financial reports for distribution and prepare analysis of accounts as requested
- Collect, confirm and process timesheets and overtime
- Prepare and coordinate deposit activities and perform all necessary account, bank and other reconciliations
- Responsible for maintaining fundraising and grant database and accounts with the assistance of the Development Coordinator
- Find and use accounting data to resolve accounting problems and discrepancies
- Interface with other departments/customers/vendors
- Responsible for managing statistical tracking for the library
- Update, verify and maintain accounting journals and ledgers and other financial records
- Responsible for ordering supplies for the library including but not limited to; processing vouchers, receive and verify supply orders with Library Director's approval of associated costs and develop and maintain ordering supply forms with required data needed to complete orders.
- Check in and distribute incoming mail, and collect, seal and stamp outgoing mail
- Perform filing and general administrative tasks
- Report violations of library rules or other conduct effecting library security to supervisor

Qualifications/Basic Job Requirements:

- High school diploma
- Associated Degree in Accounting/Bookkeeping or related degree highly preferred.
- Must have three years relevant experience in accounting and full-charge bookkeeping.
- Two years in public service setting in an office environment required.
- Accounting and computer experience required.

- Ability to interact with co-workers and public in a professional and courteous manner.
- Ability to learn and use fully integrated automated library system.
- Strong working knowledge of computers, word processing, accounting software and automated library systems, and standard office equipment.
- Strong working knowledge of including but not limited to Microsoft, word, excel.
- Knowledge of Internet usage and email and standard office equipment.
- Ability to obtain a working knowledge of all department operations and procedures and relevant City policies.
- Ability to learn and interpret department polices and procedures.
- Ability to obtain working knowledge of all library departments, services, programs and of public library work.
- Ability to communicate to co-workers and general public effectively.
- Attention to detail and accuracy.
- Able to handle volatile or potentially dangerous individuals and situations following library procedures.
- Ability to sit and use computer workstation for extended periods of time.
- Demonstrated commitment to diversity and cultural competency.

Physical & Mental/Reasoning Requirements; Work Environment:

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- | | | |
|---|---|--|
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| <input checked="" type="checkbox"/> color perception | within and between | <input checked="" type="checkbox"/> 25 pounds |
| (Red, green, amber) | warehouses/offices | <input checked="" type="checkbox"/> carrying (specify) |
| <input checked="" type="checkbox"/> hearing/listening | <input type="checkbox"/> climbing | <input checked="" type="checkbox"/> 25 pounds |
| <input checked="" type="checkbox"/> clear speech | <input type="checkbox"/> ability to mount and | <input type="checkbox"/> driving (local/over |
| <input checked="" type="checkbox"/> touching | dismount forklift/truck | the road) |
| <input checked="" type="checkbox"/> dexterity | <input checked="" type="checkbox"/> pushing/pulling | |
| <input checked="" type="checkbox"/> hand | | |
| <input checked="" type="checkbox"/> finger | | |
| <input checked="" type="checkbox"/> reading - basic | <input checked="" type="checkbox"/> math skills - basic | <input checked="" type="checkbox"/> analysis/comprehension |
| <input checked="" type="checkbox"/> reading - complex | <input checked="" type="checkbox"/> math skills - complex | <input checked="" type="checkbox"/> judgment/decision |
| <input checked="" type="checkbox"/> writing - basic | <input checked="" type="checkbox"/> clerical | making |
| <input type="checkbox"/> writing - complex | | |
| <input checked="" type="checkbox"/> shift work | <input type="checkbox"/> outside | <input type="checkbox"/> pressurized equipment |
| <input checked="" type="checkbox"/> works alone | <input type="checkbox"/> extreme heat | <input checked="" type="checkbox"/> moving objects |
| <input checked="" type="checkbox"/> works with others | <input type="checkbox"/> extreme cold | <input type="checkbox"/> high places |

<input checked="" type="checkbox"/> verbal contact w/others	<input checked="" type="checkbox"/> noise	<input checked="" type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: 0 Indirectly Supervises: 0

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

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Created September 2013

Financial Assistant Grade 15 Payscale

AFSCME

With 2.0 Increase from FY13

TABLE 32 for FY 14

		Step 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
	Grade															
Annual	15	41955.17	42754.12	43552.84	44351.79	45150.27	45949.22	46747.94	47147.53	47546.89	47946.49	48346.32	48745.2	49144.56	49544.16	49943.52
Weekly		806.8301	822.1946	837.5546	852.9191	868.2744	883.6389	898.9988	906.6833	914.3633	922.0478	929.7369	937.4078	945.0877	952.7723	960.4522
Hourly		20.17075	20.55487	20.93886	21.32298	21.70686	22.09097	22.47497	22.66708	22.85908	23.0512	23.24342	23.43519	23.62719	23.81931	24.01131

Classification Scores
June 2013

Financial Assistant			
Knowledge & Skills	D1N		140
Mental Demands	D3I		46
Accountability	D1S		53
Working Conditions	L1B		6
			245
Total			
Classification	Regular Part-Time Grade 15		

City of Burlington Job Description

Position Title: Library Page

Department: Fletcher Free Library

Reports to: Circulation Chief

Pay Grade: 10

Job Code: 230

Exempt/Non-Exempt: Non-Exempt

Union: AFSCME

General Purpose: Under direct supervision this position is responsible for maintaining the orderly placement of the library books, collections and materials; the general cleaning of the library public areas; referring patrons to the appropriate library department; and assisting patrons in the public access computer center

Essential Job Functions:

- Clear library reading tables of used materials and re-shelve; straighten tables and chairs and dispose of litter.
- Greets and responds to public inquiries for information in a courteous manner, referring patrons to appropriate public service desks as needed to best meet needs of patrons.
- Provides patrons with a call back form on Sundays for in-depth research questions.
- Assists in opening and closing the library.
- Assists in weeding periodicals and researching overdue material lists.
- Arrange materials on book carts in alphabetic or numeric order in preparation for shelving.
- Shelve library books and other materials in their proper location in the Library according to the Dewey Decimal or other local filing systems.
- Provides a variety of patron services using a fully automated library system, various software applications and the Internet.
- Provides general computer and equipment maintenance, including but not limited to, adding paper and toner, ensuring equipment is cleaned properly, etc.
- Maintains decorum for the library according to established policies and procedures, reporting violations of library rules or other conduct effecting security to supervisors.
- Provide basic computer instruction to patrons including but not limited to; Microsoft Word, Internet Explorer, Email Basics.
- Provide computer center statistics.

Non-Essential Job functions:

- Perform all other duties as assigned

Qualifications/Basic Job Requirements:

- High School diploma or equivalent required
- Two years of experience in public contact work required.
- Ability to adequately utilize automated library catalog and circulation systems.
- Ability to assess volatile and potentially dangerous situations with patrons in accordance with library procedures.
- Ability to follow written and oral instructions required.
- Ability to interact with co-workers and the public in a courtesy and professional manner.
- Ability to file accurately, both alphabetically and numerically.
- Ability to bend, reaches, and stands for long periods of time.
- Ability to work some nights and weekends required.

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the City may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential function to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> seeing	<input checked="" type="checkbox"/> ability to move distances	<input checked="" type="checkbox"/> lifting (specify)
<input checked="" type="checkbox"/> color perception (red, green, amber)	within and between warehouses/offices	25 pounds
<input checked="" type="checkbox"/> hearing/listening	<input checked="" type="checkbox"/> climbing	<input checked="" type="checkbox"/> carrying (specify)
<input checked="" type="checkbox"/> clear speech	<input type="checkbox"/> ability to mount and dismount forklift/truck	20 pounds
<input checked="" type="checkbox"/> touching	<input checked="" type="checkbox"/> pushing/pulling	<input type="checkbox"/> driving (local/over the road)
<input checked="" type="checkbox"/> dexterity		
<input checked="" type="checkbox"/> hand		
<input checked="" type="checkbox"/> finger		
<input checked="" type="checkbox"/> reading - basic	<input checked="" type="checkbox"/> math skills - basic	<input checked="" type="checkbox"/> analysis/comprehension
<input type="checkbox"/> reading - complex	<input type="checkbox"/> math skills - complex	<input checked="" type="checkbox"/> judgment/decision making
<input checked="" type="checkbox"/> writing - basic	<input checked="" type="checkbox"/> clerical	
<input type="checkbox"/> writing - complex		
<input checked="" type="checkbox"/> shift work	<input type="checkbox"/> outside	<input type="checkbox"/> pressurized equipment
<input checked="" type="checkbox"/> works alone	<input type="checkbox"/> extreme heat	<input type="checkbox"/> moving objects
<input checked="" type="checkbox"/> works with others	<input type="checkbox"/> extreme cold	<input type="checkbox"/> high places
<input checked="" type="checkbox"/> verbal contact w/others	<input checked="" type="checkbox"/> noise	<input type="checkbox"/> fumes/odors
<input checked="" type="checkbox"/> face-to-face contact	<input type="checkbox"/> mechanical equipment	<input type="checkbox"/> hazardous materials
<input checked="" type="checkbox"/> inside	<input type="checkbox"/> electrical equipment	<input checked="" type="checkbox"/> dirt/dust

Supervision:

Directly Supervises: __0__

Indirectly Supervises: __0__

Disclaimer:

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Approvals:

Department Head: _____ Date: _____

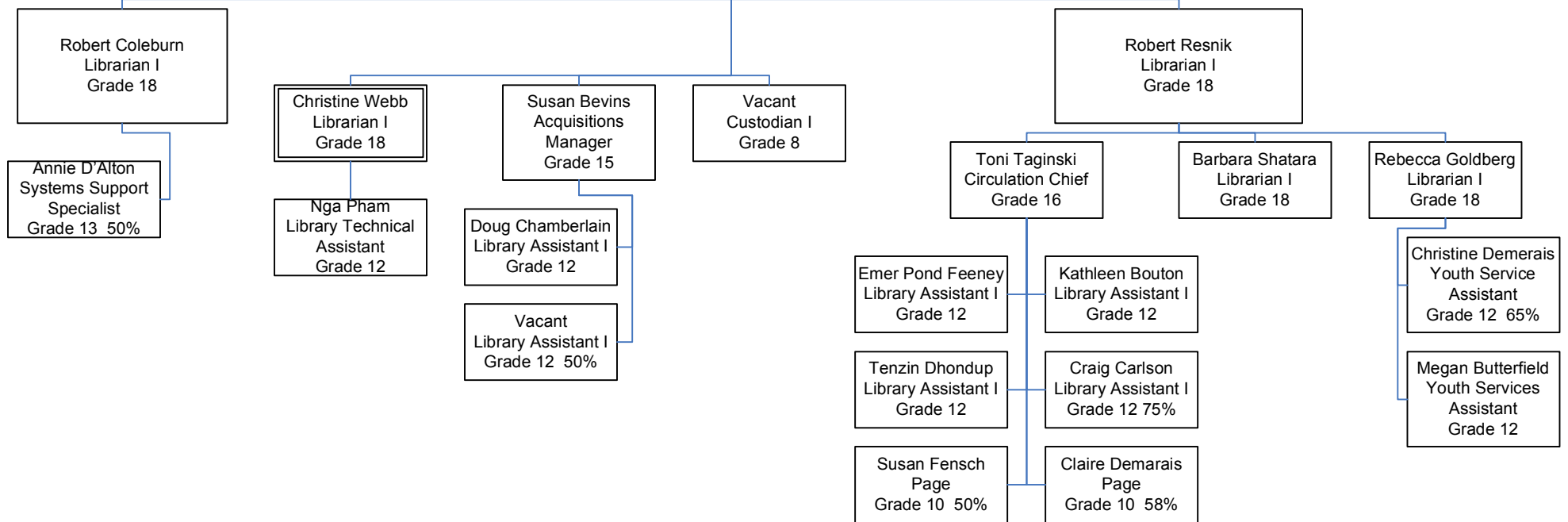
Human Resources: _____ Date: _____

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(revised 8/17/2011)

Fletcher Free Library
City of Burlington
August 2013

Library Board of
Commissioners

Rubi Simon
Director of Library
Grade 24



Fletcher Free Library
City of Burlington
PROPOSED
September 2013

Library Board of
Commissioners

Rubi Simon
Director of Library
Grade 24

