

LIBRARY DEPARTMENT

Function & Organization Chart - FY 2003 - 2004



MISSION STATEMENT:

To provide a service-oriented network of community libraries, a main library, and outreach services providing books, information and other resources for people of all ages in our diverse communities.

Budget Unit # - 360100

Budgeted Positions - 222.03



Acts in the absence of the department head.

Library Advisory Commission

- Investigate, study, report, and recommend to the County Librarian and to the Board of Supervisors on matters relating to the provision of Library Service

15-Members
 5-Members appointed by City Councils
 4-Members appointed by Board of Supervisors
 6-Members at Large
 3-Appointed by Board of Supervisor
 3-Appointed by Library Advisory Commission

LIBRARY DEPARTMENT (780)

- Provide public library service to:
 - Unincorporated areas
 - Cities which belong to the System (Albany, Dublin, Fremont, Newark, Pleasanton, Union City.)
 - Charitable detention, penal institutions as directed by the Board of Supervisors

1.00-COUNTY LIBRARIAN

Finances, Personnel and Labor Relations, Facilities Management, Stores & Delivery

- Direct fiscal & financial services
- Administer Personnel & Labor Relations
- Direct Building Maintenance, Purchasing & Delivery Service

1.00-Administrative Services Officer

Facilities Planning

- Building projects
- Bond applications

1.00-Librarian IV Project

Library Services & Public Services

- Direct the operation of branch libraries
- Provide library services to the public
- Manage the maintenance and development of general and specialized service programs
- Inform public of available library service
- Direct the development of the County Library collections
- Provide staff development
- Direct the operation of Technical Services & Information Technology Units

1.00-DEPUTY COUNTY LIBRARIAN

Development

- Fundraising
- Grant writing
- Donor file maintenance

1.00 - Library Development Spec.
.50 - Specialist Clerk

Secretarial Services

- Maintain Records
- Prepare official documentation of Administrative Actions
- Receive and distribute communications

1.00-Supervising Secretary II
 1.00-Secretary II
 2.00-Secretary I
 1.00- Clerk II

Facilities Management, Stores & Delivery Section

- Procure services, supplies and equipment
- Operate delivery services
- Maintain inventories
- Manage printing reproduction
- Provide building services

1.00-Administrative Specialist II
 3.58-Library Driver Clerk

Financial Services

- Maintain Financial records
- Prepare fiscal and statistical reports
- Administer service contracts
- Authorize requisitions
- Manage Accounting function

1.00-Administrative Specialist II
 3.00-Account Clerk II
 1.00-Accounting Tech

Technical Services

- Control/plan technical services support to library staff
- Direct/manage purchasing of library materials
- Oversee/direct organization and access to biblio database
- Direct/plan information technology applications

1.00-Principal Librarian

Service Programs, Collection Development & Selection

- Design Library services programs
- Inform public of available library service
- Establish program resource requirement
- Coordinate program implementation Control program quality
- Authorize purchase of materials

3.00-Supv. Librarian II
 1.50-Supv Librarian I
 1.00-Librarian II
 0.50-Librarian I SAN
 1.00-Librarian III
 1:00-Specialist Clerk

Public Branch Services & Community Relations

- Direct/manage Branch Libraries
- Assist the Co. Librarian to establish broad based community support for public libraries

1.00 - Principal Librarian
.75 - Graphic Artist

Fremont Library Services & Community Relations and Support Services

- Direct/manage Fremont Main & Branch Libraries

1.00-Principal Librarian

Personnel & Labor Relations

- Process personnel transactions
- Maintain personnel/payroll records
- Schedule orientation and training
- Coordinate personnel activities
- Labor relations
- Support Services/Training

1.00-Administrative Specialist II
 2.00-Payroll Records Clerk
 1.00-Supervising Clerk II

Cataloging

- Organize library collections
- Develop and maintain biblio database of library materials
- Provide public access to biblio database

1.00-Supv. Librarian I
 1.50-Librarian II
 2.00-Specialist Clerk

Acquisitions/Receiving

- Coordinate selection process
- Order, receive library material

1 - Supervising Clerk I
 4.00-Specialist Clerk

Information Technology Unit

- Direct/manage automated circulation system
- Administer wide area network & LANS
- Provide PC Services/support
- Maintain Automation training
- Direct/plan: IT applications

1.00-Senior Info Systems Analyst
 3.00-Info Systems Specialist
 3.00-Info Systems Tech II

Branch Libraries & Outreach Services

- Operate branch libraries and outreach services
- Implement library programs
- Develop Appropriate community, library collections
- Receive community/client input

1.00-Supv. Librarian III
 6.00-Supv Librarian II
 19.33-Librarian II
 12.60-Library Asst. II
 6.00-Supv. Clerk I
 5.50-Clerk II
 24.83-Library Clerk II
 19.43-Library Page
 2.00-Library Assistant II (P)
 .50-Clerk II (P)
 2.17-Librarian II SAN
 1.41-Bookmobile Driver
 0.66-Bookmobile Driver Ck (P)
 3.25-Library Clerk SAN
 1.00-Admin Spec II
 1.00-Sr Program Specialist
 1.00-Librarian III
 1.25-Librarian II (P)
 0.50 - Superv. Librarian I
 1.00 - Lead Clerk
 2.87 - Library Page SAN
 1.00 Literacy Advocate

Fremont Main /Centerville/ Irvington and Niles

- Operate Fremont Main Library
- Implement library programs
- Develop appropriate library collections
- Receive community/client input

1.00-Supv. Librarian II
 2.00-Supv. Librarian I
 10.00-Librarian II
 3.50-Library Assistant II
 1.00-Supv Clerk II
 5.50-Clerk II
 9.00-Library Clerk II
 13.15-Library Page H
 2.00-Librarian III
 1.00-Supv. Clerk III

Central Interlibrary Loan

- Coordinate/handle borrowing material from outside agencies

1.50-Clerk II

Materials Consignment Processing/Mends

- Prepares material for public use-jackets, la bels
- Adds item to biblio database
- Repairs materials

1.00-Lead Clerk
 1.00-Library Clerk II
 4.00-Clerk II