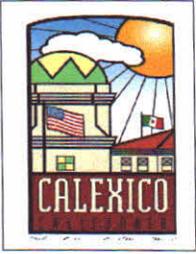


**AGENDA  
ITEM**

**11**



# AGENDA STAFF REPORT

**DATE:** May 20, 2020

**TO:** Mayor and Council Members

**APPROVED BY:** David B. Dale, City Manager *DBD*

**PREPARED BY:** Denise Garcia, HR/RM Manager *Denise Garcia*

**SUBJECT:** Approval of the Reorganization of the Community Services Department, Including the Elimination of Two Positions and Approval and Adoption of Three Job Descriptions and Relevant Salary Ranges.

=====

**Recommendation:**

Approve the proposed reorganization of the Community Services Department, including the elimination of two positions and adopt three job descriptions and relevant salary ranges.

**Background:**

The City's Community Services department currently consists of two divisions, Recreation and Library and one subdivision (Cultural Arts) under the Library division. Since the retirement of the Community Services Director in November 2019 the two divisions have been operating under existing staff on an interim basis. A reorganization of the Community Services Department is being requested by Administration to provide a reasonable span of control for Department Managers.

**Discussion & Analysis:**

The reorganization will eliminate the Community Services Director position creating two individual departments, each to be supervised by department managers and support staff. Job descriptions have been created outlining the essential functions and job requirements expected of the Library Manager, Recreation Manager and Cultural Arts Assistant.

The Library Department would consist of one Library Manager, one Reference Librarian Manager, one Library Technician and one Library Assistant II. This department would continue with oversight of the Carnegie Library and associated activities.

The Recreation Department would consist of one Recreation Manager, one Recreation Coordinator, one Sports Coordinator, and one Administrative Assistant. This Department would absorb the Cultural Arts Center activities, therefore requiring the addition of a part time Cultural Arts Assistant position.



The Reorganization of the Community Services Department would eliminate the Community Services Director position, will create the positions of Library Manager, Recreation Manager, and Cultural Arts Assistant job descriptions and salary ranges, effective July 1, 2020.

**Fiscal Impact:**

The reorganization will have a negligible effect on the General Fund, compared to the current structure.

Salary ranges are provided on the job descriptions.

**Coordinated With:**

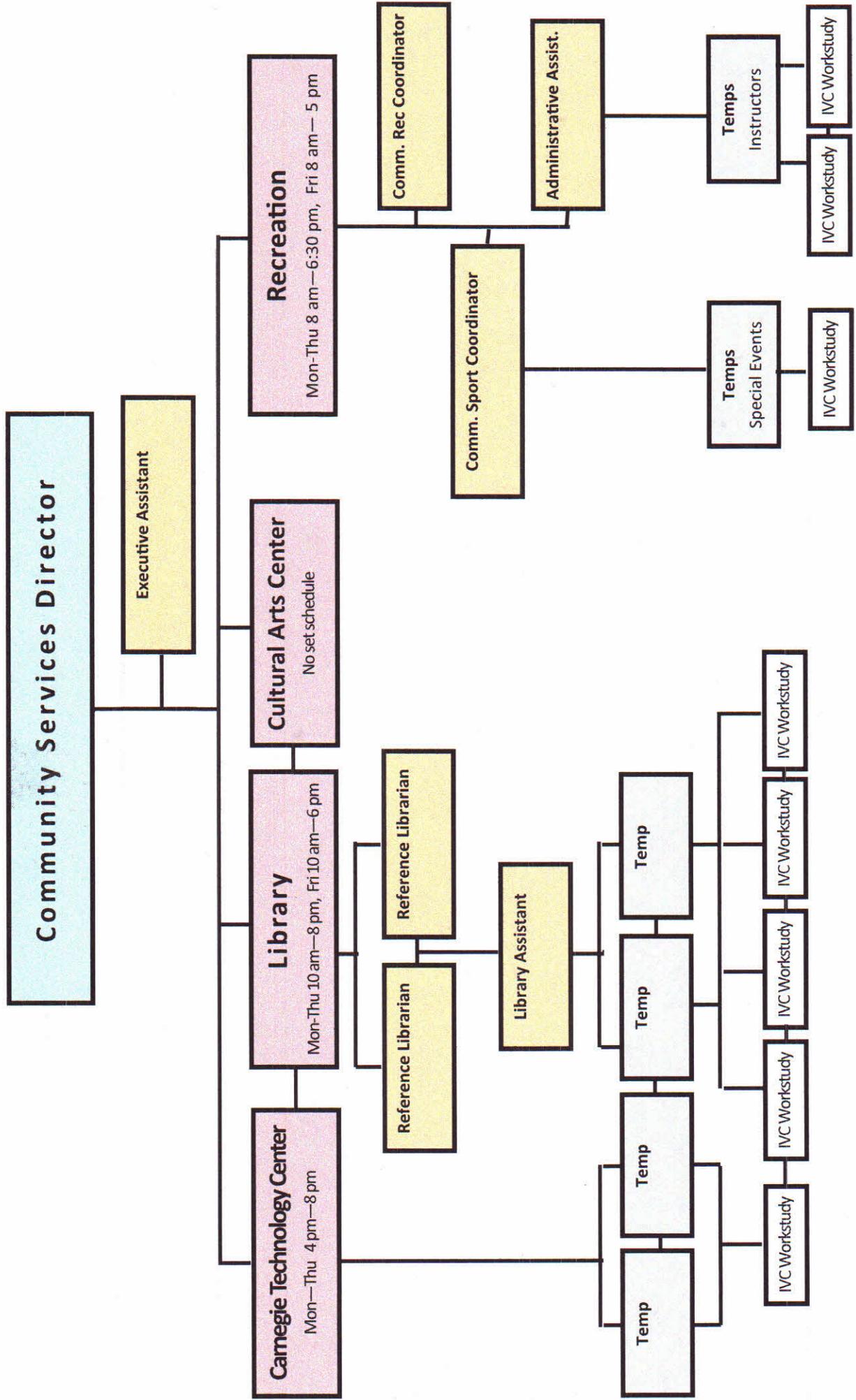
C.M.E.A. Representatives  
Management Representatives  
Supervisory Representatives  
Finance Department

**Attachments:**

1. Current Organization Chart
2. Proposed Organization Chart
3. Library Manager Job Description
4. Recreation Manager Job Description
5. Cultural Arts Assistant Job Description

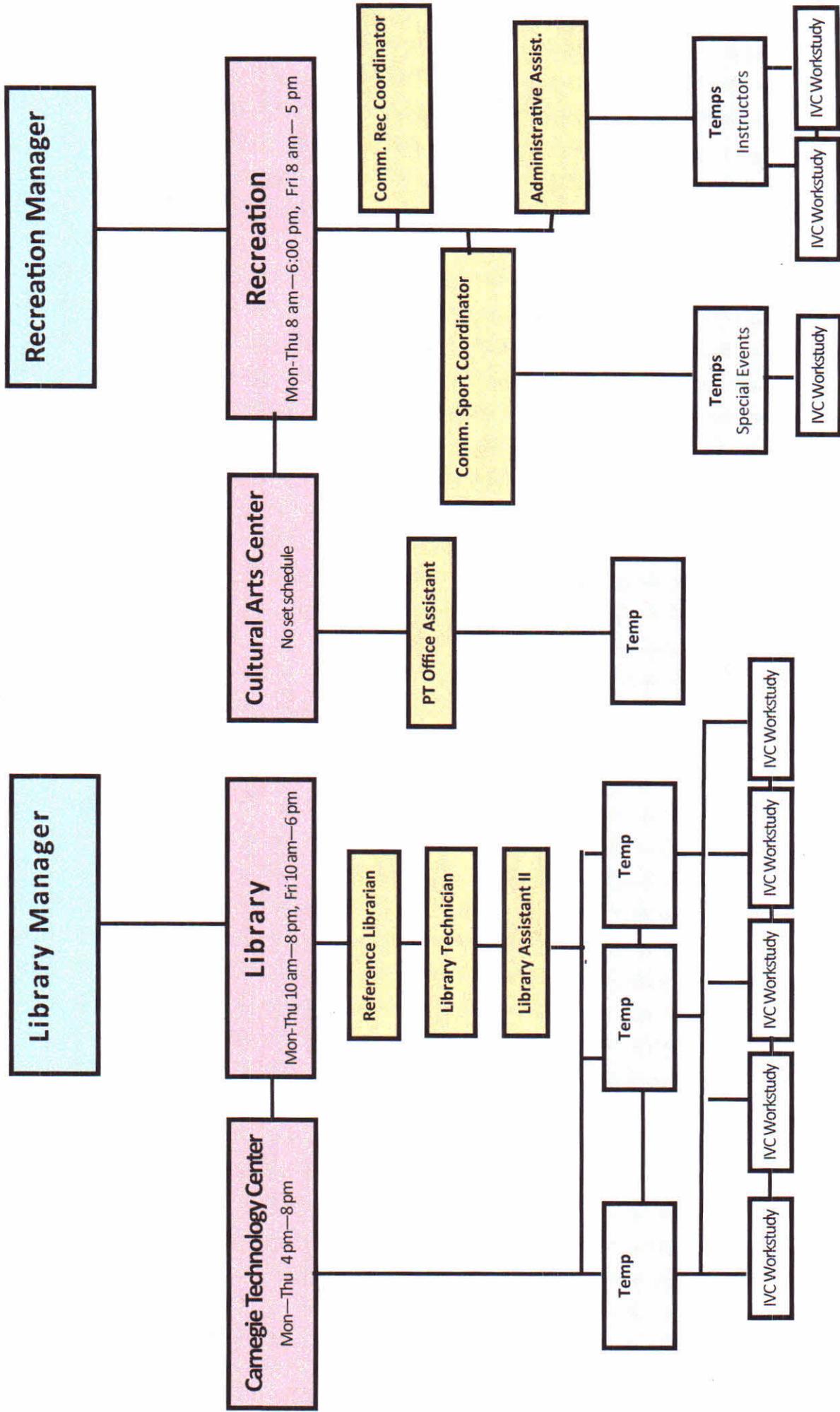
# Community Services Organization Chart

**CURRENT**



Library, Recreation Programs, Senior Programs, Community Center Management, Farmer's Market, Cultural Arts Center Programs, Carnegie Tech Center

# Community Services Organization Chart



Library, Carnegie Tech Center, Cultural Arts Center Programs, Recreation Programs, Senior Programs, Community Center Management, Farmer's Market



## CITY OF CALEXICO

**CLASS TITLE: LIBRARY MANAGER**

**MONTHLY SALARY: \$5,070 - \$6,163 RANGE: G-45**

**BASIC FUNCTION:**

Under direction of the City Manager, plan, organize, control and manage operations and activities of the Library department. Coordinate and manage communications, projects, personnel and information to meet City needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Plan, organize, control and manage Library operations and activities; establish and maintain related time lines and priorities; assure related activities comply with established laws, codes, regulations, ordinances, policies and procedures.

Coordinate and manage Recreation communications, projects, personnel and information to meet City needs and assure smooth and efficient Department activities; meet and confer with staff, administrators, officials, and others regarding Department activities and related needs and issues; investigate, analyze, and resolve public, employee, and departmental issues, conflicts and complaints.

Supervise and evaluate the performance of assigned personnel; interview employees, volunteers and instructors and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure compliance with established standards, requirements, and procedures; assure employee understanding of established requirements.

Manage activities to assure optimal department effectiveness and efficiency; develop and implement Department plans, strategies, goals, objectives, policies, and procedures; monitor, evaluate, and modify Department activities in response to project and program progress.

Plan, organize, control and manage Library programs and services involving events and activities; oversee the development and arrangement of calendars and schedules for Library events, classes and activities.

Develop and prepare the annual preliminary budget for the Library Services department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; administer Department grants in accordance with established requirements.

Provide technical information and assistance to the City Manager regarding Library projects, activities, needs and issues; assist in formulating and developing policies, procedures, and programs.

Manage Library projects and activities to assure compliance with established safety standards and procedures; assure a safe working environment; instruct employees concerning safety standards, issues and procedures.

Research, prepare, write and monitor grants in compliance with established laws, codes, regulations, and procedures to fund Library activities.

Oversee and participate in the preparation and maintenance of various records and reports related to projects, programs, inventory, personnel, grants, budgets, payroll and assigned activities; assure mandated reports are submitted to appropriate governmental agencies according to established time lines.

Provide consultation to administrators, personnel, outside agencies and the public concerning Department activities; respond to inquiries, and provide detailed and technical information regarding related projects, services, timelines, standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Communicate with personnel, administrators, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate standard office equipment including a computer and assigned software.

Attend and participate in City Council, related Commission meetings, public workshops, Library services, and various other meetings as assigned.

Drive a vehicle to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Techniques in presentation, selection, and evaluation of library programs.

Principles and practices of public library programs and events.

Instructional techniques and methods for library activities.

State and Federal laws governing public facilities, including OSHA requirements.

Grant application and grant writing techniques.

Library facility organization, policies and procedures.

Program content for specialized library activities.

Requirements of maintaining facilities in a safe, clean and orderly condition.

Interpersonal skills using tact, patience, and courtesy.

Record keeping and report preparation techniques.

Telephone techniques and etiquette.

Health and safety regulations.

**January 2020**

**ABILITY TO:**

Instruct and lead group library activities.

Assist with the planning, organizing, development and implementation of library programs.

Promote community interest through library programs.

Schedule and organize year-round community events, programs, and activities.

Understand and carry out oral and written instruction.

Meet and deal effectively with the public.

Prioritize and schedule work.

Meet schedules and timelines with limited resources.

Operate and set up library and technology equipment.

Operate a computer and assigned software.

Work independently.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain rules, regulations, policies, and procedures.

Prepare and maintain a variety of records and reports.

Maintain organization and cleanliness of facilities.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in business administration, or related field and a minimum of eight years increasingly responsible experience in a Library including five years supervisory experience in a community services function.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license and clean driving record.

**WORKING CONDITIONS:**

**WORK ENVIRONMENT:**

Indoor/outdoor environments

Driving a vehicle to conduct work

Fast-paced work environment with changing priorities and assignments.

Variable work hours may include working evenings, weekends, and holidays, occasionally on-call.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting, walking, or standing for extended periods of time.

Hearing and speaking to exchange information and give presentations.

Seeing to read a variety of materials.

Reaching overhead, above the shoulders and horizontally.

May occasionally be required to bend, stoop, lift, carry, push or pull moderately heavy objects or equipment as assigned by the position.

Hearing and speaking to exchange information.



## CITY OF CALEXICO

**CLASS TITLE: RECREATION MANAGER**

**MONTHLY SALARY: \$5,070 - \$6,163 RANGE: G-45**

**BASIC FUNCTION:**

Under direction of the City Manager, plan, organize, control and manage operations and activities of the Recreation department. Coordinate and manage communications, projects, personnel and information to meet City needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned personnel.

**REPRESENTATIVE DUTIES:**

**ESENTIAL DUTIES:**

Plan, organize, control and manage Recreation operations and activities; establish and maintain related time lines and priorities; assure related activities comply with established laws, codes, regulations, ordinances, policies and procedures.

Coordinate and manage Recreation communications, projects, personnel and information to meet City needs and assure smooth and efficient Department activities; meet and confer with staff, administrators, officials, and others regarding Department activities and related needs and issues; investigate, analyze, and resolve public, employee, and departmental issues, conflicts and complaints.

Supervise and evaluate the performance of assigned personnel; interview employees, volunteers and instructors and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure compliance with established standards, requirements, and procedures; assure employee understanding of established requirements.

Manage activities to assure optimal department effectiveness and efficiency; develop and implement Department plans, strategies, goals, objectives, policies, and procedures; monitor, evaluate, and modify Department activities in response to project and program progress.

Plan, organize, control and manage community programs and services involving Recreation events and activities; oversee the development and arrangement of calendars and schedules for events, classes and activities.

Develop and prepare the annual preliminary budget for the Community Services department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; administer Department grants in accordance with established requirements.

Provide technical information and assistance to the City Manager regarding Recreation projects, activities, needs and issues; assist in formulating and developing policies, procedures, and programs.

**January 2020**

Manage Recreation projects and activities to assure compliance with established safety standards and procedures; assure a safe working environment; instruct employees concerning safety standards, issues and procedures.

Research, prepare, write and monitor grants in compliance with established laws, codes, regulations, and procedures to fund community activities.

Oversee and participate in the preparation and maintenance of various records and reports related to projects, programs, inventory, personnel, grants, budgets, payroll and assigned activities; assure mandated reports are submitted to appropriate governmental agencies according to established time lines.

Provide consultation to administrators, personnel, outside agencies and the public concerning Department activities; respond to inquiries, and provide detailed and technical information regarding related projects, services, timelines, standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Communicate with personnel, administrators, outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate standard office equipment including a computer and assigned software.

Attend and participate in City Council, related Commission meetings, public workshops, community services, and various other meetings as assigned.

Drive a vehicle to conduct work.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Techniques in presentation, selection, and evaluation of recreation programs.

Principles and practices of public recreation programs and events.

Instructional techniques and methods for recreation activities.

State and Federal laws governing public facilities, including OSHA requirements.

Grant application and grant writing techniques.

Recreation facility organization, policies and procedures.

Program content for specialized recreation activities.

Requirements of maintaining facilities in a safe, clean and orderly condition.

Interpersonal skills using tact, patience, and courtesy.

Record keeping and report preparation techniques.

Telephone techniques and etiquette.

Health and safety regulations.

**January 2020**

**ABILITY TO:**

Instruct and lead group recreation activities.

Assist with the planning, organizing, development and implementation of community recreation programs.

Promote community interest through recreation programs.

Schedule and organize year-round community events and recreation programs and activities.

Understand and carry out oral and written instruction.

Meet and deal effectively with the public.

Prioritize and schedule work.

Meet schedules and timelines with limited resources.

Operate and set up recreation equipment.

Operate a computer and assigned software.

Work independently.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain rules, regulations, policies, and procedures.

Prepare and maintain a variety of records and reports.

Maintain organization and cleanliness of facilities.

**EDUCATION AND EXPERIENCE:**

Bachelor's degree in business administration, or related field and a minimum of six years increasingly responsible experience in public recreation including three years supervisory experience in a community services function.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license and clean driving record.

**WORKING CONDITIONS:**

**WORK ENVIRONMENT:**

Indoor/outdoor environments

Driving a vehicle to conduct work

Fast-paced work environment with changing priorities and assignments.

Variable work hours may include working evenings, weekends, and holidays, occasionally on-call.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting, walking, or standing for extended periods of time.

Hearing and speaking to exchange information and give presentations.

Seeing to read a variety of materials.

Reaching overhead, above the shoulders and horizontally.

May occasionally be required to bend, stoop, lift, carry, push or pull moderately heavy objects or equipment as assigned by the position.

Hearing and speaking to exchange information.



## CITY OF CALEXICO

**CLASS TITLE:** Cultural Arts Assistant – Part Time/Permanent

**MONTHLY SALARY:** \$2,358 - \$2,866

**RANGE:** G-14

### **BASIC FUNCTION:**

Under direction of the Recreation Manager, assist in the development and implementation of cultural arts program activities and events for the community; assist in coordinating special activities and/or events to promote the benefits of Cultural Arts. This position may also assist staff with other department activities as needed.

### **REPRESENTATIVE DUTIES:**

#### **ESENTIAL DUTIES:**

Assist in the development of City events, art activities and services for the community.

Develop marketing and promotional materials and correspondence to support City arts events.

Identify community needs and recommend appropriate programs related to area of assignment.

Provide a variety of general information to the public regarding recreation and arts operations and programs; respond to questions and resolve complaints as needed.

Prepare and maintain various records and reports related to recreation and cultural arts activities and services.

Meet with public groups, clubs, organizations, and agencies to explain and promote community services, activities, and programs that encourage community participation; coordinate dissemination of recreation and cultural arts service publicity.

Operate a variety of office equipment including a computer and assigned software; utilize audio-visual or other special event equipment including recreation and cultural arts related equipment.

Attend meetings and trainings to organize and coordinate special events.

Drive a vehicle to conduct work.

#### **OTHER DUTIES:**

May assist with the updating of the City's website, social media and e-newsletter.

May be required to work nights, weekends, holidays and alternating work schedules.

The preceding activities have been provided as examples of the types of work performed by positions assigned to this job classification. The City reserves the right to add, modify, change or rescind work assignments as needed.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Techniques in presentation, selection, and evaluation of arts and cultural programs.

Principles and practices of public arts programs and events.

Instructional techniques and methods for cultural arts activities.

State and Federal laws governing public facilities, including OSHA requirements.

Arts facility organization, policies and procedures.

Program content for specialized arts activities.

Requirements of maintaining facilities in a safe, clean and orderly condition.

Interpersonal skills using tact, patience, and courtesy.

Record keeping and report preparation techniques.

Telephone techniques and etiquette.

Health and safety regulations.

**ABILITY TO:**

Instruct and lead group art activities and events.

Assist with the planning, organizing, development and implementation of community arts programs.

Promote community interest through cultural arts programs.

Schedule and organize year-round community events and arts programs and activities.

Understand and carry out oral and written instruction.

Meet and deal effectively with the public.

Prioritize and schedule work.

Meet schedules and timelines with limited resources.

Operate and set up arts equipment.

Set up facilities for events including tables and chairs.

Operate a computer and assigned software.

Work independently.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain rules, regulations, policies, and procedures.

Prepare and maintain a variety of records and reports.

Maintain organization and cleanliness of facilities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent (GED), supplemented by college-level course work in arts or a related field and two years of experience as a group activity worker or instructor in community cultural arts programs or related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C driver's license and clean driving record.

**WORKING CONDITIONS:**

**WORK ENVIRONMENT:**

Indoor/outdoor environments

Driving a vehicle to conduct work

Fast-paced work environment with changing priorities and assignments.

Variable work hours may include working evenings, weekends, and holidays, occasionally on-call.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting, walking, or standing for extended periods of time.

Hearing and speaking to exchange information and give presentations.

Seeing to read a variety of materials.

Reaching overhead, above the shoulders and horizontally.

May occasionally be required to bend, stoop, lift, carry, push or pull moderately heavy objects or equipment as assigned by the position.

Hearing and speaking to exchange information.

**January 2020**