



## RESOLUTION NO.

### OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

**WHEREAS**, Government (Gov.) Code section 21221(h) of the Public Employees' Retirement Law permits the governing body to appoint a CalPERS retiree to a vacant position requiring specialized skills during recruitment for a permanent appointment, and provides that such appointment will not subject the retired person to reinstatement from retirement or loss of benefits so long as it is a single appointment that does not exceed 960 hours in a fiscal year; and

**WHEREAS**, the County of El Dorado desires to appoint Jeanne L. Amos as an interim appointment retired annuitant to the vacant position of Director of Library Services for the County of El Dorado under Gov. Code section 21221(h), effective March 4, 2023; and

**WHEREAS**, the Board of Supervisors, the County of El Dorado and Jeanne L. Amos certify that Jeanne L. Amos has not and will not receive a Golden Handshake or any other retirement-related incentive; and

**WHEREAS**, an appointment under Gov. Code section 21221(h) requires the retiree is appointed into the interim appointment during recruitment for a permanent appointment; and

**WHEREAS**, the governing body has authorized the search for a permanent appointment on January 6, 2023; and

**WHEREAS**, this Gov. Code section 21221(h) appointment shall only be made once and, therefore will end on the condition reached first: (1) on June 2, 2023; (2) when nine hundred and sixty (960) working hours are completed; or (3) the permanent position is filled; and

**WHEREAS**, the entire appointment documents between Jeanne L. Amos and the County of El Dorado have been reviewed by this body and are attached hereto as Exhibit A; and

**WHEREAS**, the compensation paid to retirees cannot be less than the minimum nor exceed the maximum monthly base salary paid to other employees performing comparable duties, divided by 173.333 to equal the hourly rate; and

**WHEREAS**, the maximum monthly base salary for this position is \$13,228.80 and the hourly equivalent is \$76.32; the minimum monthly base salary for this position is \$10,883.60 and the hourly equivalent is \$62.79; and

**WHEREAS**, the hourly rate paid to Jeanne L. Amos will be \$76.32; and

**WHEREAS**, Jeanne L. Amos has not and will not receive any other benefit, incentive, compensation in lieu of benefit or other forms of compensation in addition to this hourly pay rate; and

**THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO THAT:**

1. All of the above recitals are true and correct and incorporated herein by reference.

2. Jeanne L. Amos has the specialized skills needed to perform the work required of the Director of Library Services position on an interim basis until a permanent Director of Library Services is appointed by the Board of Supervisors and thereafter begins service.
3. The Board of Supervisors hereby certifies the nature of the employment of Jeanne L. Amos as described herein and detailed in Exhibit A, and that this appointment is necessary to fill the critically needed position of Director of Library Services for the County of El Dorado by March 4, 2023, because (1) the Director of Library Services position is being vacated on March 1, 2023 and the recruitment for a permanent appointment is ongoing, and (2) after the position is vacated and before a permanent appointment can be completed, an Interim Director is required to ensure oversight is provided to the County's Public Library System.
4. The Board of Supervisors hereby appoints Jeanne L. Amos as Interim Director of Library Services effective March 4, 2023 until a permanent Director of Library Services is appointed by the Board of Supervisors and thereafter begins service, or until June 2, 2023, or until nine hundred and sixty (960) working hours are completed, whichever occurs first.

**NOW, THEREFORE, BE IT FUTHER RESOLVED**, the Board of Supervisors of the County of El Dorado authorizes the Director of Human Resources to make any technical corrections if needed.

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the \_\_\_\_ day of \_\_\_\_\_, 2023, by the following vote of said Board:

Ayes:

Attest:  
 Kim Dawson  
 Clerk of the Board of Supervisors

Noes:  
 Absent :

By: \_\_\_\_\_  
 Deputy Clerk

\_\_\_\_\_  
 Wendy Thomas, Chair, Board of Supervisors

**EXHIBIT A**

**APPOINTMENT DOCUMENTS**

(See attached)

**PERSONNEL ACTION FORM**

EFFECTIVE DATE: \_\_\_\_\_  
 DATE PREPARED: \_\_\_\_\_

- |                          |          |                          |       |
|--------------------------|----------|--------------------------|-------|
| <input type="checkbox"/> | NEW HIRE | <input type="checkbox"/> | REG   |
| <input type="checkbox"/> | MERIT    | <input type="checkbox"/> | EVAL  |
| <input type="checkbox"/> | EH       | <input type="checkbox"/> | TERM  |
| <input type="checkbox"/> | PROMO    | <input type="checkbox"/> | OTHER |

BU	Employee #	Hire Date	SSN	Sex	Last Name	First Name	I	Suf	Birth Date

ST	Primary Dept	Primary Loc	Primary Job	Check Loc	Primary Phone	Position Date	Supervisor	Service Date

RTH	PERS	PERS Plan	Next Performance	Next Salary Review	Kronos Pay	Kronos Profile

Term	Term Date	Status	Probation Start/End Date	Sort	LOA Effective Date	LOA Return Date	LOA Code	AB119

Type	Address Line 1	Address Line 2	City	State	Zip

Job Class	Work Start	Work End	Pay	Step	FLSA	Rate	Norm BW Hrs	Bi Weekly Salary

Position	Position Title	Allocation Code	Primary Org	Primary Project String

Job Class	Start Date	End Date	Pay	Type	Description	Org	Rate	Period Pay

Employee Signature _____	Date _____	Department Head Signature _____	Date _____	Personnel Approval _____	Date _____
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# DIRECTOR OF LIBRARY SERVICES

Class Code:  
1246

Bargaining Unit: Unrepresented  
Department Head

THE COUNTY OF EL DORADO  
Established Date: Jun 1, 1990  
Revision Date: Mar 20, 2018

## SALARY RANGE

\$62.79 - \$76.32 Hourly  
\$10,883.60 - \$13,228.80 Monthly  
\$130,603.20 - \$158,745.60 Annually

## DEFINITION & DISTINGUISHING CHARACTERISTICS:

### DEFINITION

Under general direction plans, organizes, manages, and provides direction and oversight for all functions and activities of the County's Public Library System; formulates departmental policies, goals, and directives; coordinates assigned activities with other County departments, officials, outside agencies, and the public; fosters cooperative working relationships among County departments and with intergovernmental, regulatory agencies, and various public and private groups; provides highly responsible and complex professional assistance to the Chief Administrative Officer, County departments, and Board of Supervisors in areas of expertise; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Chief Administrative Officer or Board of Supervisors. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

### CLASS CHARACTERISTICS

This is an at-will department head position appointed by the Board of Supervisors and, pursuant to County Charter, is evaluated by the Chief Administrative Officer for submittal to the Board of Supervisors. Under a delegation of authority from the Board of Supervisors, this class has the overall responsibility for coordination, direction, and administration of the County's Library Department and the County's Historical Museum. The incumbent is responsible for the operation of library programs and activities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected Board of Supervisors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. The incumbent is responsible for overall policy development, fiscal management, administration, and operation of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering County goals and objectives within general policy guidelines.

## **EXAMPLES OF DUTIES (ILLUSTRATIVE ONLY):**

- Assumes full management responsibility for all programs, services, and activities of the Library Department.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the Library Department, including the Historical Museum; directs the preparation and administration of the department's budget.
- Formulates and recommends policy to the Chief Administrative Officer and Board of Supervisors and implements after adoption.
- Selects, trains, motivates, and directs assigned staff; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns; works with department management and staff to build and maintain a high performing team.
- Plans, organizes, administers, reviews, and evaluates the activities of professional and support staff.
- Serves as principal liaison between the Library Department and other County departments.
- Establishes a collection development policy and is the final authority on selection of titles and materials to be added or deleted from the collection.
- Develops, revises, and implements administrative programs and procedures, such as workload planning and assignment, integrated library systems, physical space allocation, and equipment needs.
- Evaluates the effectiveness of library services and programs in meeting community needs; represents the department in the community and in the state and national library service; recommends applications for funds from public and private agencies for library programs.
- Interprets County policies and procedures to staff; provides expert professional assistance as required.
- Directs the conduct of analytical and management studies; reviews reports of findings, alternatives, and recommendations.
- Monitors developments related to library operations, evaluates their impact on County operations, and recommends improvements.
- Coordinates the design and budget of major capital projects such as building a new library facility or remodeling existing buildings; negotiates and monitors contracts and leases for facilities.
- Performs related duties as assigned.

## **EDUCATION & EXPERIENCE REQUIREMENTS (TYPING "SEE RESUME" IN APPLICATION WILL NOT BE ACCEPTED):**

### **QUALIFICATIONS**

#### **Knowledge of:**

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of library systems and programs.

- Administrative principles and methods, including goal setting, program development, work planning and organization, and employee supervision.
- Principles and practices of leadership.
- Theory and philosophy of librarianship.
- Principles and practices of professional library objectives, organization, program planning, collection development, system development, and service delivery.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to the Library programs.
- Funding sources impacting program and service development.
- Principles and practices of budget development and administration.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

**Ability to:**

- Plan, organize, administer, review, and evaluate the work of management, professional, technical, and administrative support staff.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop, implement, and interpret goals, objectives, policies, procedures, work standards, and internal controls.
- Prepare, administer, and monitor a sizable budget and anticipate budgetary needs, programs, and services.
- Exercise sound, independent judgment within general policy guidelines.
- Prepare clear and concise reports, correspondence, and other written material.
- Analyze complex technical and administrative problems, establish alternative solutions, and adopt effective courses of action.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.*

Graduation from an American Library Association accredited university with a master's degree in library science, and four (4) years of professional experience, which has included administration of library programs, including at least two (2) years in a management capacity.

**Licenses and Certifications:**

- None required.

## **OTHER REQUIREMENTS:**

### **PHYSICAL DEMANDS**

Must possess: mobility to work in a standard office setting and use standard office equipment, including mainframe and desktop computers; vision to read printed materials and digital displays; The standard office position requires an employee to access their work location, attend meetings, use computerized workstations, and lift paperwork and light-weight equipment or resources (less than 20 pounds). Typically, an employee will need to walk, stand, sit, use a keyboard, see, hear, bend, lift, and twist. The employee obtains information from oral instructions, conversations, written reports, email, the Internet, and professional publications, and will process and analyze the information obtained. The employee will provide information orally or in writing, and work on numerous concurrent projects and tasks under deadlines. Typically, an employee will need to mentally process and analyze complex information, compose complex responses, interact with others, and present information and reports. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve file information. Reasonable accommodations will be made for individuals on a case-by-case basis.

### **ENVIRONMENTAL CONDITIONS**

Employees work is primarily performed indoors in a library setting, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.

### **WORKING CONDITIONS**

May be required to attend meetings outside of regular working hours.

## **CLASS SPEC TITLE 7:**

### **HISTORY**

**JCN: 1246**

Created: June 1990

Revised: March 2018 18-0350