



Administrative Report

H.5., File # 22-4310

Meeting Date: 6/14/2022

To: MAYOR AND CITY COUNCIL

From: DIANE STRICKFADEN, DIRECTOR OF HUMAN RESOURCES

TITLE

ADOPT BY TITLE ONLY RESOLUTION NO. CC-2206-035, A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDONDO BEACH, CALIFORNIA, AMENDING THE OFFICIAL BOOK OF CLASSIFICATIONS FOR THE POSITION OF LIBRARY DIRECTOR

EXECUTIVE SUMMARY

The City maintains an official book of class specifications for positions in the service of Redondo Beach. Pursuant to Article 6, Chapter 3 of the Municipal Code, as recruitments for open positions are initiated, class specifications are reviewed and updated to validate current job duties, responsibilities and qualifications. The Library Department will soon have a vacancy due to the upcoming retirement of the Library Director.

BACKGROUND

The City is preparing to fill the position of Library Director for the first time in ten years. In addition, the existing job specification for the Director was last revised in 1989, and the Director's role has changed significantly since that time. The revised job specification (attached) updates and modernizes the scope and duties of the position, in conformance with the City's current goals and work objectives and removes outdated language related to former programmatic duties such as cable television programming. The classification also amends the requirements for the position in accordance with the revised scope.

Attached please find a resolution and proposed job classification for City Council review and consideration of approval. The Library Director is an unclassified, at-will position assigned to the Management and Confidential employee group.

COORDINATION

The Human Resources Department coordinated this revised class spec with the Library Department and the City Manager's Office.

FISCAL IMPACT

Funding for the position is available in the Library Department's annual budget.

APPROVED BY:

Mike Witzansky, City Manager

ATTACHMENTS

Resolution