



*City of Arts & Innovation*

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# City Council Memorandum

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**TO: HONORABLE MAYOR AND CITY COUNCIL**      **DATE: NOVEMBER 10, 2015**  
**FROM: CITY MANAGER'S OFFICE**      **WARDS: ALL**  
**SUBJECT: ASSISTANT LIBRARY DIRECTOR POSITION**

**ISSUE:**

Receive an update regarding the funding and recruitment for an Assistant Library Director.

**RECOMMENDATIONS:**

That the City Council receive an update on the funding and recruitment of an Assistant Library Director.

**BACKGROUND:**

On June 23, 2015, the City Council adopted a resolution approving the City of Riverside final Annual Budget for Fiscal Year 2015/16. This budget included the Full Time Equivalent (FTE) Assistant Library Director position however funding was not allocated in the budget to appoint someone for this function. In addition to the adopting the budget, the City Council expressed support for the Library Department to have an Assistant Library Director. The Council directed the City Manager to return in the fall to report on how the vacant position could be funded.

The Assistant Library Director is a second in command, at-will position, responsible for the day to day operations within the Library Services. The Assistant Library Director is expected to assist in the overall responsibility for all facets of a municipal library and reports directly to the Library Director.

**DISCUSSION:**

The Library Department is able to fund the Assistant Library Director position through their adopted 2015/16 budget, and that staff will proceed to recruit for the position in mid-November. Staff is presuming that the earliest the new Assistant Library Director could be on board is March 2016.

**FISCAL IMPACT:**

The salary range for this position on a monthly basis is \$8,476 to \$10,302 and annual salary is \$101,712 to \$123,624. The anticipated cost to add an Assistant Library Director for the four months remaining in the fiscal year is approximately \$51,000.

The Library Department is able to absorb the additional salary costs within their adopted 2015/16 budget without an additional appropriation as historically, the department has returned salary savings back to the General Fund. For subsequent fiscal periods, this position will be fully funded as part of the budget for the Library Department.

Prepared by: Alexander T. Nguyen, Assistant City Manager

Certified as to

availability of funds: Brent A. Mason, Finance Director/Treasurer

Approved by: Al Zelinka, Assistant City Manager

Approved as to form: Gary Geuss, City Attorney