

Request to Fill Classified Positions

(All vacancies, increases in hours/months, and/or new positions)

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 120 days following the vacancy. This limit is designed to encourage prompt review of the vacancy. (Once a position has been opened for recruitment, however, Education Code Sec. 88003 further limits such employment to 60 days.)

1. Replacement (no changes) or NEW position

Department:	Library	Last Incumbent:	Robin Clouse
Position Title:	Library Unit Office Manager	Date of vacancy:	Feb. 15, 2012 Medical Leave ends
Service Class:		Funding Source:	
Hours per week:	40		
Months per year:	12	Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:	Currently M – Th 7:45 – 4:45 F 7: 30 – 4:00	Night Shift or Graveyard stipend?	None NS GY

2. Revised position or changed position (complete section above for comparison)

Department:		Last Incumbent:	
Position Title:		Date of vacancy:	
Service Class:		Funding Source:	
Hours per week:			
Months per year:		Bilingual Required:	Yes or No <i>VP signature Required</i>
Days & Hours to be worked:		Night Shift or Graveyard stipend?	None NS GY

3. Annual Cost of the Proposal, and source of funds:

\$47,600.11 including benefits

4. Justification/Rationale, and Consequences of not making the change (use additional sheets as necessary):

This position has responsibility for the following:


- Provide complex and routine office, technical, and administrative detail work for faculty and staff
- Word process tests, quizzes, and course syllabi as requested.
- Set up and maintain electronic and hardcopy files of assigned library documents including curriculum.
- Process administrative detail not requiring the immediate attention of the supervisor and initiate projects as needed; assist supervisor with special projects as assigned.
- Coordinate and implement a variety of programs and services both on and off campus that are specific to the business of the library, including program review.
- Monitor and review a variety of data for completion and conformance with established regulations and procedures.
- Prepare/edit material for inclusion in the college catalog, including new courses and changes; proof for accuracy.
- Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the Library and how they are applied.
- Serve as liaison with administrative offices, on and off campus organizations, and students.
- Coordinate building usage requests including
 - assignment of classroom use
 - respond to requests for reservations and reserve rooms electronically
 - post instructor/staff absences
 - post notices of room usage, including changes and cancellations.
- Coordinate preparation/hosting of workshops, meetings and presentations from both internal requests and outside vendors and groups, including making arrangements for equipment, meeting room setup and takedown, and meals.
- Assist in overall building management duties including but not limited to
 - coordination of key distribution
 - maintaining building maintenance log
 - responding to building alarms, including reporting to Facilities and contacting the alarm company
 - assisting with closing duties and securing the building as assigned.
 - maintain library equipment for student use, ensuring adequate supplies and troubleshooting malfunction
 - arrange for needed repairs of all equipment.
- Assist in the development and maintenance of the library's budgets, including but not limited to
 - instructional supplies
 - equipment repair
 - purchasing
 - maintenance agreements
 - student help, and classified employees
- Provide budget management assistance to the library as needed.
- Manage library office budget.
- Maintain the Foundation budget account by recording expenditures, balancing and preparing reports.

- Manage cash receipts for Library: counting, recording and reconciling cash from a variety of sources including but not limited to cash register, Debitex and Xerox machines.
- Follow security procedures and transport deposits to Fiscal Department.
- Coordinate library schedule building process which may include but is not limited to:
 - coordinating course offerings with each librarian and library division office chair, reviewing information for accuracy
 - preparing the library course schedule for input into the online information system
 - entering and updating semester's courses
 - proofing and editing the final publication copy
 - monitoring and updating semester's courses as needed throughout the semester.
- Personnel:
 - Initiate notices of employment and other required forms for department personnel
 - enter information into management information system as required
 - maintain confidential information and internal files;
- Assist supervisor and staff with payroll procedures as requested.
- Coordinate and assist faculty with the textbook ordering process, including acting as liaison with bookstore and publishers.
- Coordinate the process of students' evaluation of faculty.
- Order library materials for the collection.
- Maintain a supply of commonly used office/instructional supplies, and order as necessary.
- Facilitate mail/package/printshop service to the library.

The functions of this position are critical to the operation of the library and the entire LTC building. Our permanent DOM has been on extended medical leave, and temporary DOMs have done their best, but some areas have been a struggle for the past year. We need to fill the position as soon as possible.

Reverse this sheet, and use the table for tracking the progress of your request.

Classification/Position: Lib. Systems Technology Coordinator Date: 9/19/11

steps	REPLACEMENT POSITION	Initials/ Date	steps	NEW OR CHANGED POSITION*	Initials/ Date
1	Chair/manager discusses vacant position with division/area and other relevant group(s).	1/25/12	1	Chair/manager discusses the new/ vacant position with division/area and other relevant group(s).	
2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	1/27/12	2	Chair/manager discusses with VP. The VP may authorize short term help if funds in the budget and no additional cost.	
3	VP discusses request with Vice Presidents and President	1/27/12	3	VP discusses request with Advisory Group.	
4	President makes final decision. VP presents to College Council for information.	1/27/12	4	VP discusses request with Vice Presidents and President. HR informs MPCEA.	
5	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps.		5	College Council Reviews and makes a recommendation to the President. 2 Readings.*	
			6	President makes final decision and informs VP, Chair/manager. President directs HR to process request. (Board approval, recruitment, etc.)	
			7	HR begins recruitment, takes recommendation to Governing Board, or takes other necessary steps	

VP's Authorization for Bilingual: _____

DATE: _____

President's Authorization:  _____

DATE: 2-2-12

Dr. Douglas Garrison

Note #1: These steps may take more or less time depending upon time constraints (e.g. e-mail vs. meetings), and the nature of the position.

Note #2: If this process cannot be completed within 30 calendar days, the President may authorize action without completing this process and will inform the College Council.

Note #3: If the new or changed position is vital to core mission of the college, the President may authorize action without completing this process and will inform the College Council.

Note #4: Once recruitment begins, Education Code Section 88003 limits short term or substitute employment to 60 days.

*New and changed positions must be presented to College Council for two readings and approved by the Board of Trustees. Positions included in MPCEA must be negotiated.

TEMPLATE FOR CLASSIFIED POSITION REQUEST

Position Title: Library Unit Office Manager
Dept/Program: Library
Submitted by: Stephanie Tetter, Library Division Chair *ST*
Search Committee Chair: Stephanie Tetter
PT/FTE: 1.0 FTE
New or Replacement: Replacement
Service Category:
Salary/Benefit Costs: \$47,600.11 (salary and benefits)
Net Additional Costs:
Funding Source: General fund budget

Are there Salary Savings: Permanent DOM, Robin Clouse, has been on extended medical leave, absent for just over one year. We have had temporary employees in the position, approximately 47 weeks. Total expenditure approximately \$33,219.50. Savings approximately \$14,380.51 (note some weeks were fewer than 40 hours, but we have used 40 hours per week for 47 weeks for our expenditure for temporary employees in this position since January, 2011.

Description of duties and responsibilities:

Job description (from HR website) attached

Special Considerations:

Does Position act as an entry point for the college? Should it be bilingual? Why?

No

- I am requesting this position be considered by the Vice President to be designated Bilingual Required.
- No, this position should not be bilingual required

What would happen if this position weren't approved?

Many library functions and responsibilities that involve all programs in the LTC would not occur.

Job Description/Title: Division/Unit Office Manager → Unit Office Manager, Library
Approved, Bargaining Unit President: 3/14/08
Approved, MPC Associate Dean, Human Resources: 2/28/2008
Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

UNIT OFFICE MANAGER, LIBRARY

Job Summary

Under general direction, perform a wide variety of complex and responsible support and technical activities related to the responsibilities of the library. Receive minimal supervision and make routine decisions within a broad framework of standard policies and procedures. Coordinate the library's activities, perform office management duties; exercise good judgment and problem solving skills in the application and execution of the library's decisions and procedures; explain college policies, procedures, standards and requirements; establish and maintain good public relations with staff, students, and the community at large.

EXAMPLES OF FUNCTIONS

Essential Functions

Essential Functions may include, but are not limited to the following:

Provide complex and routine office, technical, and administrative detail work for faculty and staff which may include but is not limited to: production of reports and documents, including statistical reports, flyers, mailing lists, posters, manuals, letters, memos, minutes, and other items using a variety of computer software and office equipment. Word process tests, quizzes, and course syllabi as requested. Set up and maintain electronic and hardcopy files of assigned library documents including curriculum.

Process administrative detail not requiring the immediate attention of the supervisor and initiate projects as needed; assist supervisor with special projects as assigned. Coordinate and implement a variety of programs and services both on and off campus that are specific to the business of the library, including program review. Monitor and review a variety of data for completion and conformance with established regulations and procedures. Prepare/edit material for inclusion in the college catalog, including new courses and changes; proof for accuracy.

Serve as a source of information regarding the policies and procedures of Monterey Peninsula College and the Library and how they are applied. Serve as liaison with administrative offices, on and off campus organizations, and students.

Coordinate building usage requests including assignment of classroom use; respond to requests for reservations and reserve rooms electronically; post instructor/staff absences; post notices of room usage, including changes and cancellations. Coordinate preparation/hosting of workshops, meetings and presentations from both internal requests and outside vendors and groups, including making arrangements for equipment, meeting room setup and takedown, and meals.

Assist in overall building management duties including but not limited to: coordination of key distribution; maintaining building maintenance log; responding to building alarms, including reporting to Facilities and contacting the alarm company; assisting with closing duties and securing the building as assigned.

Maintain library equipment for student use, ensuring adequate supplies and trouble-shooting malfunctions; arrange for needed repairs of all equipment.

Assist in the development and maintenance of the library's budgets, including but not limited to instructional supplies, equipment repair, purchasing, maintenance agreements, student help, and classified employees; provide

budget management assistance to the library as needed. Manage library office budget. Maintain the Foundation budget account by recording expenditures, balancing and preparing reports.

Manage cash receipts for Library: counting, recording and reconciling cash from a variety of sources including but not limited to cash register, Debitex and Xerox machines. Follow security procedures and transport deposits to Fiscal Department.

Coordinate library schedule building process which may include but is not limited to: coordinating course offerings with each librarian and library director, reviewing information for accuracy; preparing the library course schedule for input into the management information system; entering and updating semester's courses; proofing and editing the final publication copy; monitoring and updating semester's courses as needed throughout the semester.

Initiate notices of employment and other required forms for department personnel; enter information into management information system as required; maintain confidential information and internal files; assist supervisor and staff with payroll procedures as requested.

Coordinate and assist faculty with the textbook ordering process; liaison with bookstore and publishers. Coordinate the process of students' evaluation of faculty.

Order library materials for the collection.

Maintain a supply of commonly used office/instructional supplies, and order as necessary.

Facilitate mail/package/printshop service to the library.

Other Duties

Perform other related duties as assigned.

Participate on committees as required.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training that would indicate possession of the required knowledge, skills and abilities listed herein. For example: completion of approximately two years of college level course work, or the equivalent, in office administration or a related field, and three years of administrative experience providing advanced knowledge and skills in current and efficient office procedures and techniques.

Knowledge

Knowledge of: general functions, policies, rules and regulations of a complex organization such as a community college; budget processes, current office methods and practices including filing systems, receptionist and telephone techniques; a variety of word processing, spreadsheet and/or database programs as needed to fulfill the requirements of the job.

Abilities

Ability to: understand and independently carry out oral and written instructions; prioritize tasks and do several tasks simultaneously; accurately and efficiently use a variety of word processing, spreadsheet and/or database programs to create/produce letters, reports, spreadsheets and other documents as needed to fulfill the requirements of the job; learn and successfully use new software programs as required to fulfill the requirements of the job; use appropriate and correct English spelling, grammar, and punctuation; perform arithmetical calculations with speed and accuracy; learn and successfully apply current/new office policies and procedures; analyze situations and make decisions on procedural matters without immediate supervision; communicate effectively in both oral and written form; efficiently use a variety of office equipment as needed to fulfill the needs of the job; maintain security and confidentiality of records and information; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the

academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

PHYSICAL EFFORT/WORK ENVIRONMENT

Light to moderate physical effort; occasional standing and walking; periodic handling of lightweight parcels of up to 15 pounds. Indoor work environment.