

Rawlings Staffing Plan

Presentation to PCCLD Board of Trustees 3/24/2022

Amy Nelson, Director of the Rawlings Library

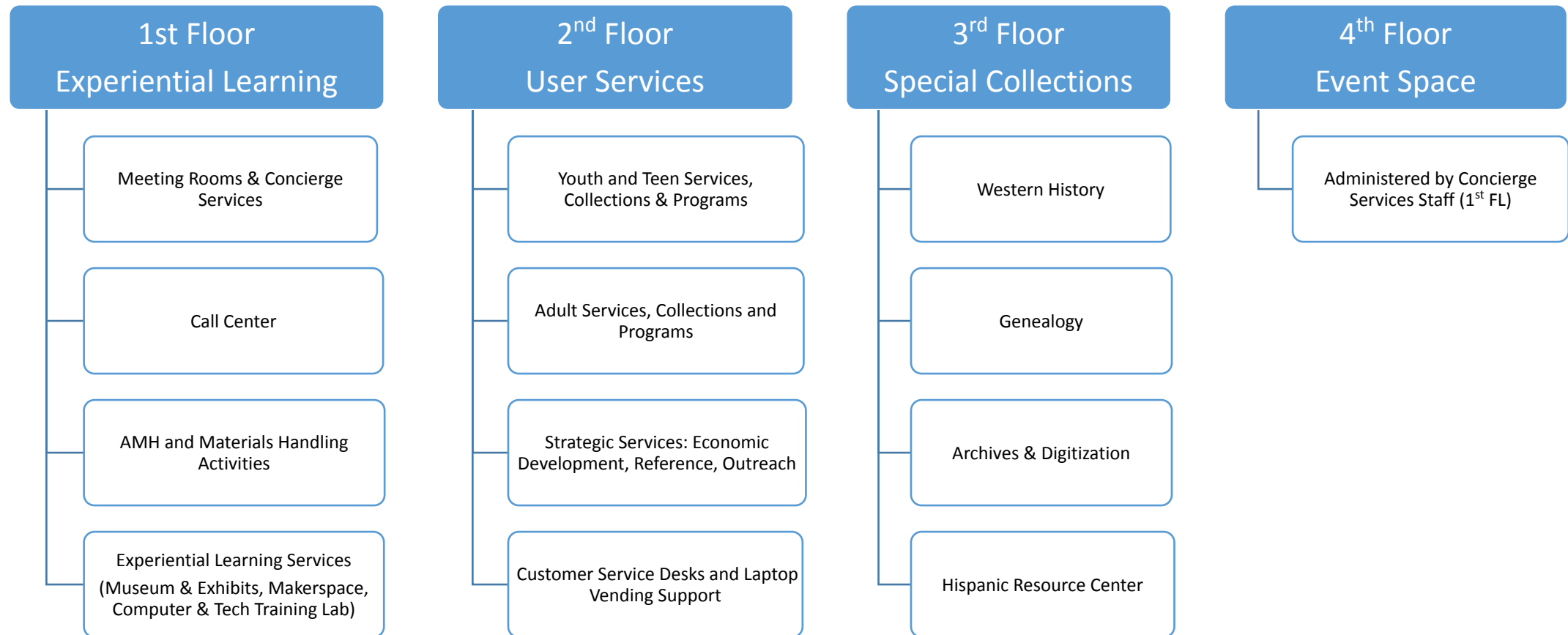
Why Restructure?

- Rawlings Renovation = new service areas and workflows
- Elevate Customer Service
- Meet Strategic Plan Objectives
- Budget Neutrality



What is Changing?

New integrated teams and spaces:



Staffing – 1st Floor

NEW POSITION: Manager of Experiential Learning (Leadership B)

Reporting Staff:

- Makerspace Librarian
- Technology Trainer & Digital Resource Librarian
- Museum Services Professional
- Meeting Room Coordinator & Lead Concierge (2)
- Concierge and Call Center Assistant (2)
- Materials Handling Technician (6)

= 11.45 FTE



Staffing – 2nd Floor

NEW POSITION: Assistant Director of Rawlings Library (Leadership C)

Reporting Staff:

- Early Literacy Librarian
- Teen Librarian
- Youth Program & Outreach Coordinator (2)
- Adult Literacy Administrator
- Adult Program & Outreach Coordinator (2)
- Customer Service Representatives (4)
- NEW: Reference Librarian
- NEW: Economic Development Librarian

= 12.5 FTE



Staffing - 3rd Floor

Manager of Special Collections

Reporting Staff:

- Genealogy Librarian
- Archivist Librarian
- Digitization Coordinator
- Hispanic Resource Specialist
- Special Collections Assistant
- Materials Handling Technician

= 6.25 FTE



Next Steps

- Recruitment for 2 new manager positions
- Job postings for new librarian roles
- Determine positions that must be posted vs. lateral moves
- Adjust staff assignments appropriately
- Provide training & cross-training
- Gather information - IDEA recommendation for Social Worker

Target date for staffing implementation: August-September 2022



Dolly Parton's Imagination Library

