

COB - BOSAIR FORM

01/16/2026 11:50 AM (MST)

Submitted by Marchelle.Pappas@pima.gov



BOARD OF SUPERVISORS AGENDA ITEM REPORT (BOSAIR)

All fields are required. Enter N/A if not applicable. For number fields, enter 0 if not applicable.

Award Type: Agenda Item

Is a Board Meeting Date Requested? Yes

Requested Board Meeting Date: 02/17/2026

Project Title / Description: Classification and Compensation Matters - New Job Classification

Agenda Item Report

Introduction / Background: The Human Resources Department has created a new job classification to be added to our Classification System

Discussion: The proposed Assistant Director Library classification will add a leadership role to the Library Department, providing strategic leadership, operational oversight, and high-quality public service across all library functions. This position will report to the Deputy Director and supervise managerial staff to ensure effective operations, strong community impact, high quality public services, and alignment with organizational goals.

Conclusion: The proposed new job classification will provide an accurate description of the work assigned to the position within the department. Furthermore, the proposed new job classification has been assigned a salary grade appropriate to the body of work inherent to the position and the qualifications required to perform it.

Recommendation: It is recommended the following job classification be approved for use within the County's classification system:
Class Code: 2107, Class Title: Assistant Director Library, Pay Grade: 18, Salary Range: \$93,392.00 - \$140,067.20, EEO Code: 1 (Officials and Administrators), FLSA Code: Exempt (not paid overtime).

Fiscal Impact: The creation of this new classification has no immediate cost impact to the County as any additional costs incurred in hiring a position allocated to the classification will be borne by the user department within their current budget. Cost impact in future budget years will be planned by the user department through the County's normal budget process.

Support of Prosperity Initiative: 10. Prioritize Workforce Development for Underserved Populations

Provide information that explains how this activity supports the Increased leadership capacity allows the Library to pursue programmatic and facilities enhancements to better serve its patrons, who rely on public services and

selected Prosperity Initiative

Library facilities to address their educational, economic, and informational needs.

Board of Supervisor District:

- 1
- 2
- 3
- 4
- 5

Department:

Human Resources

Name:

Marchelle Pappas

Telephone:

520 724-8028

Department Director Signature: _____

Date: _____

Deputy County Administrator Signature: _____

Date: _____

County Administrator Signature: _____

Date: _____



2107 - Assistant Director Library

IDENTIFICATION

CLASSIFICATION CODE

2107

TITLE

Assistant Director Library

STRUCTURE AND GRADE

18

FLSA STATUS

Exempt

JOB SUMMARY

The Assistant Library Director supports the Pima County Library in providing strategic leadership, operational oversight, and high-quality public service across all library functions. Assistant Director positions oversee public library core functional areas, including but not limited to Public Services, Access Services, and Administrative Operations, ensuring alignment with organizational goals and community needs. These positions report to the Deputy Director and supervise managerial staff to ensure effective operations, strong community impact, high quality public services, and alignment with organizational goals. This classification is in the unclassified service and is exempt from the Pima County Merit System Rules.

ESSENTIAL FUNCTIONS

As defined under the Americans with Disabilities Act, this classification may include any of the following tasks, knowledge, skills, and other characteristics. This list is **ILLUSTRATIVE ONLY** and is not a comprehensive listing of all functions and tasks performed by incumbents of this class. Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.

- Participates in administrative team leadership activities by developing and implementing strategic plans, policies, guidelines, and initiatives;
- Oversees daily operations to ensure efficient, consistent service across all library locations;
- Supervises, mentors, and evaluates staff; supports professional development and team cohesion;
- Participates in budget planning, grant development, and resource allocation;
- Leads and provides support for major projects, including technology upgrades, facility improvements, operational enhancements, and program expansions;
- Collaborates with community partners, schools, and local organizations to expand outreach and programming;
- Represents the library at community events, board meetings, and professional gatherings;
- Supports the development and evaluation of programs, services, and collections that reflect community needs;
- Identifies opportunities for continuous improvement and engages teams in associated change management efforts.



2107 - Assistant Director Library

MINIMUM QUALIFICATIONS

A Bachelor's degree from an accredited college or university in Library Science, Education, Public Administration, Public Policy, Communications, Social Work, Accounting, Finance, Business Administration or a related field, as determined by the department head at the time of recruitment, **AND** at least six years of directly related experience in library administration, public administration, finance, or a related field, which includes three years of management level supervision of assigned staff.

(Relevant experience and/or education from an accredited college or university may be substituted.)

LICENSES AND CERTIFICATES

Some positions require a valid Arizona Class D driver license at the time of application or appointment. Failure to obtain / maintain the required licensure shall be grounds for termination.

SPECIAL NOTICE ITEMS

None

SELECTION PROCEDURE

Pima County Human Resources Department reserves the right to admit to the selection process only those candidates that meet the minimum qualifications. All applications will be assessed based on an evaluation of the listed education and experience. The hiring authority will interview and select the successful candidate from a referral list provided by Human Resources. Additional assessments/testing may be required as part of the selection process.

EEO INFORMATION

Pima County Government is an Equal Employment Opportunity employer. We are committed to an inclusive and diverse workforce and will not discriminate in employment opportunities or practices on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, kinship, political interest, or any other characteristic protected by law.

PHYSICAL / SENSORY WORK REQUIREMENTS

Physical and sensory work requirements will be determined by position.

WORKING CONDITIONS

Working conditions will be determined by position.