



**HUMAN RESOURCES
DEPARTMENT**
City of Burlington

179 South Winooski Avenue, Burlington, VT 05401

Voice (802) 865-7145
Fax (802) 864-1777
Vermont Relay: call 711
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To: Board of Finance

From: Julie Hulburd, Human Resources Generalist
Susan Leonard, Human Resources Director

Date: December 17, 2012

RE: Step placement for Rubi O. Simon, Assistant Director of Economic Development

We respectfully bring forth a request from Mayor Miro Weinberger, to the Board of Finance that Rubi Simon, Mayoral Appointee to the Position of Fletcher Free Library Director, is considered for step placement at step seven (7); grade level twenty-four (24) within the Willis classification system. This request is pursuant to Burlington Comprehensive Personnel Policy, section 5.4 Compensation Plan, subsection A. Placement, which states: "To the extent that previous relevant experience equals or exceeds the necessary knowledge and skills, job duties and responsibilities of the position being sought, those specific and relevant years of experience (less the minimum number of year of experience required in the position description) may be converted to additional steps, at a 2:1 ratio, up to a maximum of step seven (7)".

The required minimum qualifications for the position are two (2) years of experience and a Master's of Library Science from an ALA accredited institution. Ms. Simon possesses an M.A. in Library and Information Science from an ALA accredited institution and 15 years of experience.

Based on these qualifications, pursuant to Section 5.4(a) of the City of Burlington's Personnel Policy Manual, Ms. Simon is eligible for and we are requesting placement at step seven (7). This equates to a salary of \$76,168.73 per year. This annual amount is derived from the FY13 Non-Union Pay scale.

Ms. Simon replaces Amber Collins who held this position for fourteen years. On June 27, 2012, which was Ms. Collins' last day of employment, her annual salary was \$79,767.70. The current requested step is \$3,598.97 less than Ms Collins final salary in June 2012.

Based on the Mayor's request, we respectfully seek Board of Finance approval to place Ms. Simon a step seven (7) grade twenty-four (24) effective on her date of hire.

Ms. Simon's resume, the City of Burlington job posting, Non-Union Grade 24 band (FY13) and the Library Organizational Chart is submitted for your review.

RUBI O. SIMON

27 Marsh Lane
Colchester, VT 05446

home (802)654-4456
cell (617)905-0307

rubisimon@hotmail.com

EDUCATION

University of South Florida, Tampa, FL (2000)
M.A. Library and Information Science

University of Kentucky, Lexington, KY (1997)
B.A. Double Major, Spanish/Latin American Studies

WORK EXPERIENCE

Burnham Memorial Library, Colchester, VT

Library Director (2009-current)

- Work with Library Trustees and Town Officials to manage and oversee library budget, facility, staff and community services pertaining to public library.
- Responsible for maintaining relevant public services to the community.
- Accountable for long range planning and any fundraising campaigns relevant to library.
- Manage and develop collection of materials in a variety of formats, including electronic resources.

Boston Public Library, Boston, MA

Human Resource Manager (2007-2009)

- Oversee support staff in office of human resource i.e. benefits, payroll, staff and recruiting.
- Manage labor relations issues and serve as liaison with city, unions, staff, and management.
- Handle and process confidential claims and requests.
- Assist in development of staff development and training models.

Neighborhood Services Manager (2006-2007)

- Co-managed 27 neighborhood library branches of the Boston Public Library.
- Works in public service team to coordinate with Human Resources Officer to facilitate staff recruitment, development, evaluation, and implementation of library services to the community.
- Project managed, facilitated, and lead staff teams within the neighborhood branches to incorporate community services and public relation support.

Head Branch Librarian (2002-2006)

- Reports to Neighborhood Services Manager.
- Supervise overall development, budget, maintenance, and training of collection, staff, and library services at branch.
- Developed relationships and partnerships within defined neighborhoods and implemented activities to stimulate use of library's resources with community, schools and other local agencies and community groups.
- Maintain appropriate liaisons and working relationships in service area with regards to branch building and community served, as well as project manage library programs and events.

Librarian Neighborhood branches (2000-2002)

- Managed program funds and appropriate materials budget assigned to community services and collection.
- Assisted in staff training and the day-to-day operations of branch.
- Initiated, developed and implemented library programs of service to adults, young adults, and children as assigned through personal consultations, reference and readers' advisory services, outreach and programs.

University of Kentucky, W.T. Young Library, Lexington, KY

Distance Learning Technician (1997-1998)

- Obtained research materials needed to support course studies for graduate students, including preliminary literature searches on research topics, books and journal articles from University library system, and offered research consultation.
- Supervised and trained student workers.

Reserves Assistant- Circulation Department (1995-1997)

- Trained, supervised, and scheduled minimum of 30 students assigned to reserve/circulation desk unit.
- Responsible for assisting with reserve/circulation department procedures, assisting library patrons/faculty.

PROJECTS/VOLUNTEER WORK

- Colchester Milton Rotary Member Colchester, VT participate in community services projects and committees
- Colchester Farmer's Market Implemented Colchester Farmers Market and created community planning committee
- President - El Jolgorio Boston, MA (2008-2009) www.eljolgorio.org
Community based organization which promotes leadership and civic engagement among Latinos. Primary role is to assist in several cultural programs and primary fundraiser: El Jolgorio Navideno Boston, MA (2006) Hispanic Writers Week, Boston, MA (2004-2007) Puerto Rican Cuatro Project Boston, MA (2006)
- MBLC and Univision Library Promotion (2005)
Assisted in the facilitation of televised promotion of summer reading programs primarily focusing on the Latino population. Participated in Spanish televised news coverage of the Connolly Branch Summer Reading Program.
- Simmons Diversity Summit (2005)
Served as a panel speaker dealing with diversity issues within the library field with a primary focus on recruitment, education, and professional development.
- Red Sox Bilingual Literacy Video (2001)
Assisted head of Communications at the BPL and the Mayor's office in the creation of a bilingual literacy video with Red Sox players and promotion of community reading program in Boston.
- Field work Ruskin Public Library Ruskin, FL (2000)
Assisted with public library services: Circulation, reference, shelving, and programming to local and rural areas in diverse population.

WORK/STUDY ABROAD

- Universidad Del Salvador-Buenos Aires, Argentina (1994)
Four month cultural exchange program, Field of Study: Geography, Political Science, Literature
- Xochicalco Archeological Site- Morelia, Mexico (1993)
Lab Assistant; Organized and maintained artifacts. Hired and supervised local workers

SKILLS/TRAININGS

- Languages-Fluent English and Spanish (bilingual- native languages)
- Turning The Page-Library advocacy training by the Gates foundation (2008)
- Essentials of Human Resource Management Certificate Program- Northeastern University (2008)
- Latino Leadership Summit/ Civic Education track- Oiste-Latino Civic Education Initiative www.oiste.net (2006)
- Facilitative Leadership training- Interaction Institute for Social Change (2006)
- Leadership for Results training- Office of human Resources Management Development Program (2005)

AWARDS/COMMITTEES

- Leadership Champlain (current)
- Member of ALA Diversity Committee (2006-2007)
- BPL Neighborhood Community Service Committee (2007-2009)
- Member of Mayor's School Readiness Action Planning Team Boston(2009)
- Member of El Jolgorio de Massachusetts planning committee (2007-2009)
- 2006 FIL Scholarship (Guadalajara International Book Fair)
- Massachusetts Library Leadership Institute selection committee 2004
- Latino Life committee 2004, 2005
- Black Is Committee 2002
- Trejo Foster Foundation Award 2000
- ALA Spectrum Initiative Scholarship Award 1999

References available upon request



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**Director
Fletcher Free Library**

POSTING DATE: July 12, 2012 *updated 07/19/2012

DEADLINE TO APPLY: Open Until Filled

RATE OF PAY: \$68220.66/year

POSITION STATUS: Regular FT

EXEMPT/NON-EXEMPT: Exempt

CLASSIFICATION GRADE: 24

This position reports directly to the Mayor and is responsible for the oversight of the Library's day-to-day operations, dynamic community vision, and outreach both directly and through library staff and volunteers. The Director also represents the Fletcher Free Library to the greater community.

ESSENTIAL FUNCTIONS:

- Guide overall library vision and operating plan including; development of organizational operating plan, goals and procedures to assure quality patron service, library programs and services, community relations, optimum access to the library collection, and enlargement of the collection.
- Set goals and objectives for the Library, monitor progress and forecast trends, analyze needs of the community.
- Plan and oversee the library's annual budget.
- Provide monthly budget and grant reports to Mayor as necessary.
- Works to grow the library's annual donor base.
- Develop and approve policies and procedures relating to departmental issues
- Provide executive direction for the day-to-day operation of the Library.
- Make personnel decisions; including but not limited to; interview, hire, schedule and disciplinary action.
- Grow and oversee healthy internal organizational structure among staff.
- Procure grants for Library services and capital improvements.
- Serve as the point of contact for the Library Board of Commissioners to ensure the development and implementation of goals and library policies, congruent with the goals of the Mayor's office.
- Work with the Board of Commissioners and community advisors in crafting a Long-Range Strategic Plan for the Fletcher Free Library.
- Ensure positive stewardship of library building and grounds by directing the maintenance of Library building and grounds, set priorities that include developing the Capital Budget.
- The Director will partner with City agencies to enhance the Library's already strong commitment to cultural competency and diversity programming.
- The Director will create and sustain excellent external relationships with staff, Friends of the Library, volunteers, City government, and the business community.
- Acts as liaison on fundraising campaigns with the Development Committee, Friends of the Fletcher Free Library and consultants.
- Work successfully within the context of city government.

NON-ESSENTIAL FUNCTIONS:

Performs other duties as required

MINIMUM QUALIFICATIONS:

- Masters of Library Science degree from an A.L.A accredited institution and two years relevant library experience in a public setting or State of Vermont Librarian Certification plus five years relevant experience.
- Demonstrated successful financial management and budgeting skills.
- Demonstrated ability to make administrative decisions, interpret policies, supervise and motivate staff.
- Awareness and understanding of both current and emerging library information technologies.
- Demonstrated interest in professional Librarianship (i.e. in some or all of the following areas: development, workshops, conference, publications)
- Strong commitment to diversity and progressive development of cultural competency among the Library staff and larger Burlington community.
- Knowledge of grant writing.
- Ability to establish and maintain effective employee and public relations.
- Strong oral and written communication skills.

Submit **CITY OF BURLINGTON APPLICATION, cover letter and resume** to: Human Resources Department, 179 South Winooski Avenue, Burlington, VT 05401 To obtain an application visit www.burlingtonvt.gov/HR. Available in alternative formats for persons with disabilities. The City of Burlington does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age or disability in employment or the provision of services.

Vermont Relay: call 7-1-1

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.

Library Board of Commissioners

Fletcher Free Library
City of Burlington
December 2012

