

Township of Southgate
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Staff Report HR2021-021

Title of Report: HR2021-021– Assistant Librarian and Digital Services
Department: Human Resources
Council Date: October 6, 2021

Recommendation:

Be it resolved that Council receive Staff Report HR2021-021 for information; and
That Council approve the job description for Assistant Librarian and Digital Services with updates from the Job Evaluation Committee; and
That Council approve the recommendations from Job Evaluation Committee to place the Assistant Librarian and Digital Services position in pay band 12 of the Southgate Employee Pay Grid.

Background:

The following resolution was approved at the September 15, 2021 Council Meeting:

Moved By Councillor Frew; **Seconded By** Councillor Sherson;
Be it resolved that Council receive Staff Report HR2021-020 for information; and
That Council approve the draft job description for the Library Assistant – Digital Services; and
That Council direct staff to review and evaluate the draft job description for the Library Assistant – Digital Services through the Southgate Job Evaluation Committee for a recommended placement on the Employee Pay Grid; and
That Council direct staff to report back to the October 6, 2021 Council meeting with a report from the Job Evaluation Committee and the final version of the Library Assistant – Digital Services job description for approval.
Carried. No. 2021-526

Staff Comments:

The Job Evaluation Committee (JEC) met on September 23, 2021 and reviewed the draft job description for Library Assistant – Digital Services. Revisions were made and final draft with JEC updates in red is included as Attachment #1. One change to note is the job title which was updated to Assistant Librarian and Digital Services.

The JEC has recommended the Assistant Librarian and Digital Services be placed in Pay Band 12 of the Southgate Employee Pay Grid.

The Library Board will review the updated job description for their approval at the next Board meeting.

Staff will bring recommendations to Council through the 2022 budget discussions regarding this position.

Financial Implications:

There are no financial implications as a result of this report and the creation of the position will be discussed as part of the 2022 operating budget.

Communications & Community Action Plan Impact:

This report has been written and presented to Council to communicate accurate information to the public.

CAP Goal 1 - Attracting New and Supporting Existing Businesses and Farms**Action 1:**

The residents and businesses of Southgate envision a growing and diverse local economy, which respects our agricultural background while also attracting new businesses and new employment opportunities in keeping with the renewed growth of our population.

CAP Goal 2 - Revitalizing Downtown Dundalk**Action 2:**

The residents and businesses of Southgate envision our largest town once again becoming a source of community pride and a hotbed of community activity, with a much-improved appearance and a broader range of business opportunity.

2-E - The Township will increase its support for, and promotion of, community events, festivals, parades, library activities, and other events that attract people to the downtown area.

Concluding Comments:

1. That Council receive this report as information.
2. That Council approve the job description for Assistant Librarian and Digital Services.
3. That Council approve the recommendations from Job Evaluation Committee to place the Assistant Librarian and Digital Services position in pay band 12 of the Southgate Employee Pay Grid.

Respectfully Submitted,

Original Signed By

Human Resources:

Kayla Best, HR Coordinator/ Assistant to the CAO

Dept. Head Approval: ***Original Signed By***

Lacy Russell, Librarian CEO

CAO Approval: ***Original Signed By***

Dave Milliner, CAO

Attachments: Attachment #1: Assistant Librarian and Digital Services Job Description with JEC Updates