

**LIBRARY DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Director	Administration of the Library Department.	1, 2
Deputy Director	Administer the operations, programs, and budgets of the Branch Libraries and Central Library. Includes management of public facing services, support services, customer experience and related functions.	1, 2
Innovation and Engagement Program Manager	Oversee implementation and execution of high impact programs and services for the department, provide oversight for key groups in the department to accomplish organization goals, lead change efforts, and assure execution of department communication objectives.	2
Technology Resource Program Manager	Administer the Library's Technology Resources. Responsible for the overall planning, organization, and execution of all information technology within the Department.	2
Security Operations Program Manager	Oversee administration, coordination, assessment, and strategic planning of security operations for the Library system. This position provides for management of the vendor contract providing security services to the staff and library patrons as well as assets in all 37 library locations, up to seven days per week.	2
Youth, Family, and Equity Services Program Manager	Oversee implementation and execution of high impact programs and services targeting youth and families for the department; providing oversight for key groups in the department to accomplish organization goals, leading change efforts; and assuring execution of equity, diversity, and inclusion objectives for the department.	2
Special Events Program Coordinator	Oversee the promoting, marketing, planning, coordinating, and booking of the daily use and operation of all the special event spaces available in the Library system as revenue generators. The spaces range from Auditorium, Conference Center, Special Events Suite, and Theater, among others.	2

Supervising Management Analyst	Supervise the Administrative and Budget Sections. Provide projections of expenditures and analyze cost and budgetary data for contracts. Manage operating, CIP, and grants budgets. Verify proper disbursements and expenditures related to building and service contracts. Oversee Request for Proposals (RFPs), financial transactions, and business functions.	2
Information Systems Analyst IV	Administer the Library's Information Systems. Assist with long range automation goals and recommend technology.	2

**LIBRARY DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS, DUTIES AND CATEGORIES**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Consultants/New Positions	<p>The Department Director or Deputy Director may determine in writing that a particular consultant/new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's/new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Department Director's or Deputy Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict-of-Interest Code.</p>	3

**LIBRARY DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX B
DISCLOSURE CATEGORIES**

CATEGORY	DESCRIPTION
1.	<p>a) Investments and business positions in business entities which engage in: a) commercial property development and construction of libraries or library sites within the City of San Diego, or b) the acquisition or sale of real property that has been identified by the Library Department of the City of San Diego as a potential library site.</p> <p>b) Sources of income including gifts from persons and business entities which engage in: a) commercial property development and construction of libraries or library sites within the City of San Diego, or b) the acquisition or sale of real property that has been identified by the Library Department of the City of San Diego as a potential library site.</p> <p>c) All interests in real property within the City of San Diego, except for a personal residence, that has been identified by the Library Department as a potential library site or is within 2 miles of said property.</p>
2.	<p>Investments and business positions in business entities, and sources of income including gifts from persons and business entities which provide services, supplies, materials, machinery or equipment of the type utilized by the Library Department of the City of San Diego.</p>
3.	<p>The Department Director or Deputy Directors may determine in writing that a particular consultant/new position, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements in this section. Such written determination shall include a description of the consultant's/new position's duties and, based upon that description, a statement of the extent of disclosure requirements. The Department Director's or Deputy Director's determination is a public record and shall be retained for public inspection in the same manner and location as this Conflict of Interest Code.</p>

Agency Report of:
New Positions

A Public Document

California
Form **804**

1. Agency Name (Also include, Division, Department, or Region (if applicable))

Library Department - Youth and Family Services Division

Agency Contact

Tricia Nool - Executive Assistant

Phone Number

619-236-5870

Email

PNool@sandiego.gov

☐ Amendment

Date of Original Filing:

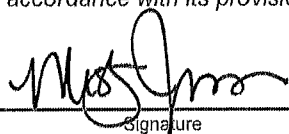
(month, day, year)

2. New Position Information

Position Title/Classification and Job Summary	Assigned Category	OR Disclosure Requirement	Assuming/Start Date (Optional)
Community Development Specialist II (See comments)	2		Start ____/____/____ m / d / yr
			Start ____/____/____ m / d / yr
			Start ____/____/____ m / d / yr
			Start ____/____/____ m / d / yr
			Start ____/____/____ m / d / yr
			Start ____/____/____ m / d / yr
			Start ____/____/____ m / d / yr

3. Verification

I have read and understand FPPC Regulations 18700.3 and 18734. I have verified that the disclosure assignment(s) set forth above, is in accordance with its provisions.



Misty Jones

Library Director

3/19/2025

Signature

Name

Title

(month, day, year)

Comment: (Use this space or an attachment for any additional information.)

Job summary - administration of community listening & input sessions for data collection to support the unit

Print

Clear