

**CITY OF SAN DIEGO LIBRARY DEPARTMENT
CONFLICT OF INTEREST CODE**

**APPENDIX A
DESIGNATED POSITIONS**

<u>POSITION</u>	<u>DUTIES</u>	<u>CATEGORY</u>
Director	Administration of the Library Department	1, 2
Deputy Director	Administer the programs and budget of the Branch Libraries, Central Library or Technical Service Division.	1, 2
Technology Resource Program Manager	Administer the Library's Technology Resources.	2
Supervising Management Analyst	Supervise and administer the Administrative and budget Development Sections. Analyze cost and budgetary data for contracts, Operating, CIP, and grants budgets. Verify proper disbursements and expenditures related to building and service contacts, and Enterprise Asset Management, as well as, oversee 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
Program Manager	The Program Manager will report directly to the Deputy Director and will serve on the Library's Executive Committee and assist with the management of the department. The position will be responsible for managing major initiatives to assure they meet budget requirements, operate efficiently, align with the City and department strategic plans and meet communication goals. This position will also 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

Consultants

The Department Director or Deputy Director may 3
determine in writing that a particular consultant,
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 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.

**CITY OF SAN DIEGO 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, 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 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>