

**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 programs and budget of the Branch Libraries, Central Library or Technical Service Division. Includes management of public facing services and support services and 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
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
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

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<u><i>POSITION</i></u>	<u><i>DUTIES</i></u>	<u><i>CATEGORY</i></u>
Consultants/New Positions	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.	3

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**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>