

**San Francisco Public Library**  
***Library Commission Affairs Analyst***

**POSITION DESCRIPTION:**

Under administrative direction of the City Librarian, the San Francisco Public Library Commission Affairs Analyst is responsible for administrative activities of the Library Commission. The San Francisco Public Library Commission Affairs Analyst coordinates Commission meetings; attends Commission meetings; prepares and disseminates Commission notices, minutes, resolutions, information, and other related documents; ensures that the Library Commission operates in accordance with the City Charter, Administrative Code, Brown Act, and City Policies; and serves as parliamentarian for the Library Commission, maintaining a knowledge of adopted rules and procedures, laws and ordinances, and also of the Commission's obligations under the laws and ordinances referenced in the Library Commission bylaws, or other regulations which may apply to how the Commission conducts business.

The San Francisco Public Library Commission Affairs Analyst acts as liaison with Library Commissioners to facilitate the flow of information needed to carry out their duties and responsibilities; performs research; provides information to the public, governmental officials and the press concerning policies and actions of the Commission and refers questions to appropriate staff; represents the Library at public and community gatherings as directed; works collaboratively with the City Librarian and Library staff on projects developed by or for the Library Commission and City Librarian; and acts as liaison between the Library Commission or the City Librarian and City departments, offices, or other local government and community agencies.

The San Francisco Public Library Commission Affairs Analyst records and distributes Commission actions, correspondence, agendas, and performs other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, and at meetings, as appropriate.

The San Francisco Public Library Commission Affairs Analyst serves as Custodian of Records for the San Francisco Public Library; reviews, responds to and tracks all Sunshine Ordinance or public record requests; is the designated point of contact for and coordinator of the Department's records retention policy and activities; conducts research related to public record requirements; reviews public records requests with the City Attorney's Office as needed; monitors and analyzes local, state, and federal legislation that may impact the Library; ensures the Library's compliance with California's Statements of Economic Interests – Form 700; provides office support in the City Librarian's Office as needed; and performs other job related duties and responsibilities as directed by the Library Commission and the City Librarian.