# REPRESENTATION PETITION

## Case 145189-E-26

## PARTIES

**Employer:** Seattle Public Library

**Petitioner:** Union

**Filing Party:** AFSCME, WSCCCE, Council 2, Local 2083

**Petition Type:** Add Unrepresented Employees

**Incumbent Union:**

## EXISTING BARGAINING UNIT

**If a collective bargaining agreement (CBA) exists, most recent end date:** 12/31/2026

**Existing Bargaining Unit:** See attachment - Appendix A

**Number of Employees:** 576

## PROPOSED BARGAINING UNIT

**Proposed Bargaining Unit:** Add Program Manager classification to existing bargaining unit

**Number of Employees:** 585

## PARTY REPRESENTATIVES

| Name, Title, and Organization | Contact Information | Representing |
|---|---|---|
| Jason Canfield<br>Staff Representative<br>AFSCME Council 2 | PO Box 750<br>Everett, Washington<br>12064579311<br>jasonc@council2.com | Union |
| Brian Sharkey<br>HR Director<br>Seattle Public Library | 1000 4th Ave<br>Seattle, Washington<br>206-384-5161<br>brian.sharkey@spl.org | Employer |

## SUBMISSION & SERVICE

**Special requests related to case processing or reasonable accommodation:**

**Submitter Name:** Jason Canfield

**Submitter Email:** jasonc@council2.com

**Submitter Title:** Staff Representative

**Date Submitted:** 04/17/2026 at 11:37 AM

**System Service:*** Yes

**If yes, the submitter elected to use the system to serve the other parties.*

City of Seattle

# Public Services Program Manager - Library

| | | | |
|---|---|---|---|
| **CLASS CODE** | 89899 | **SALARY** | $96,695.28 - $117,596.16 Annually |
| **ESTABLISHED DATE** | January 01, 2006 | **REVISION DATE** | August 23, 2012 |

**Description**

POSITION PURPOSE:

Provide for the development and implementation of program services and events to meet the recreational, cultural, educational and informational needs of the public.

NATURE AND SCOPE:

The Library is a substantial contributor to the literary and cultural life of the community and provides many kinds of programs and events such as author readings and book clubs, humanities lectures, programs for young readers, literary and history programs. The Public Service Programs and Events Manager is a key contributor to policies, procedures and strategic initiatives relating to programs and events. The position plans, develops, implements and administers programs that extend specific user target groups or subject areas and that are guided by general Library service goals. Such programs are typically highly collaborative in nature, working with community agencies, publishers, and library constituents and contributory committees. The Public Service Programs and Events Manager oversees many such programs encompassing diverse and multiple user groups, types of events and programs and venues and that occur as unique events or as on-going or cyclical productions. The position has an essential role of ensuring that effective communications and collaboration between constituents takes place. Those constituents can include program presenters, publishers and vendors, Library managers, library committees and user groups, venue managers, funding and grant sources, marketing resources, and the general public. The incumbent also represents the Library to those constituents and collaborators.

The incumbent has key roles identifying and recommending large-scale and long-term program initiatives and integrating them with overall Library strategic service plans. This effort begins with in-depth knowledge of the

literary and humanities interests of the public. It requires extensive collaboration and networking with authors, community groups, library user groups and committees, and others. This results in short and long-term schedules for multiple programs and services. Working within broad service goals and objectives, the position plans programs and events and coordinates them with Library administration, operations and with community constituent groups and individuals. This requires developing working relationships with vendors, contractors, authors, publishers and the local reading public.

In addition to planning and coordinating, the incumbent may serve as the lead for producing programs and events. Many programs and events are carried out through library staff and other participants under the incumbent's guidance, but the incumbent also directly produce programs and events from start to finish. The role of producer includes developing program contents, managing marketing campaigns, serving as liaison with program participants and presenters and overseeing venue and logistics arrangements. The position negotiates vendor contracts and service fees for programs and events. As needed, the position also directly participates in presenting and hosting events and programs.

The Public Service Programs and Events Manager markets programs and events by engaging Library resources such as the Library's web page, the Library Communications Office, and by acting as liaison with local print and electronic media. This function also encompasses elements of public relations. The position develops print and media promotional materials and organizes marketing campaigns to increase public interest and participation in programs and events. At any given time, the incumbent will oversee multiple programs and events that are in varying stages of planning and production.

The position assists with, or directly provides for the development of budgets and proposals for specific events and programs and for long-range and cyclical programs. The position identifies and secures funding by applying for grants, cultivating potential funding support, administering grants and dedicated fund expenditures, developing funding proposals and program reports and budgets, making presentations and by providing for communications between the Library and funding sources. The incumbent controls purchases and expenditures for grant funded efforts.

The position must be an effective motivator and negotiator through verbal and interpersonal communications and through persuasive and informative writing, public speaking, team-building and similar collaborative efforts.

**Examples of Duties**

PRINCIPAL ACCOUNTABILITIES:

1. Contribute to the provision of programs and events that serve the literary, educational, recreational and cultural needs of Library users and of the general public by planning and organizing programs and events and by contributing to Library policies and strategic initiatives in the area of public service programs.

2. Provide for the effective delivery of programs and events by overseeing and producing events programs, by overseeing vendor and contractor relations, by providing for program logistics and arrangements and venue management, and by coordinating with Library operations and support resources.

3. Provide for the effective delivery of programs and events by developing and carrying out marketing campaigns, developing promotional materials, public speaking and presentations, and by media relations.

4. Contribute to the effective delivery of programs and events by identifying, securing and administering funding support through grant applications and grant management, by serving as liaison with potential funding resources, by developing budgets and reports and controlling expenditures.

5. Provide for the effective coordination of multiple programs and events by performing elements of management of multiple projects, including planning, scheduling, budgeting and controlling expenditures, coordinating, development of procedures, and maintaining reports, records and correspondence.

6. Provide for the effective delivery of program and event services by engaging in marketing activities, including development of promotional materials, providing for media relations and by organizing promotional campaigns.

7. Provide for the effective administration of program and event initiatives by developing reports, maintaining correspondence and records, providing for communications, and by administering library policies and procedures.

**Minimum Qualifications**

SKILL REQUIREMENTS:

1. Knowledge of public interests and trends in humanities, literature, and program services to library users and the general public.

2. Knowledge of potential contributors to and constituents for library programs and events, including publishers, community organizations, educational institutions, library committees and individuals, and library users and

potential library users.

3. Knowledge of principles of program management, including planning, coordinating, organizing, scheduling, budgeting and controlling, controlling multiple programs and events, and principles of grant management.

4. Knowledge of principles and practices of producing public event and programs, including contracting, scheduling, logistics and venue management, and communications.

5. Knowledge of principles and methods of program marketing, including development of promotional campaign materials and media relations.

6. Excellent verbal, written and interpersonal communications, including ability to persuade and motivate and to make public presentations.

7. Ability to work independently and to exercise independent judgment in the implementation of organizational initiatives.

8. Intermediate knowledge of office applications and desktop publishing.

**Comments**

Previously titled: Public Service Programs & Events Manager. Title change effective 5/30/2018.

**Salary Effective Date**

12/28/16 (2017 rate )

## ARTICLE 31 – DURATION OF AGREEMENT

Section 1. This Agreement shall be effective January 1, 2023 and remain in full force and effect through December 31, 2026.

Written notice of intent to modify, amend or terminate this Agreement must be served by the requesting party at least sixty (60) but not more than ninety (90) days prior to December 31, 2026. Any modifications requested by the opening party shall accompany the opening letter, and any modifications requested at a later date shall not be subject to negotiations unless mutually agreed upon by both parties.

Section 2. This Agreement shall be subject to amendment at any time by mutual agreement of the parties hereto. Such an amendment shall be reduced to writing, state the effective date of the amendment, be executed in the same manner as this Agreement, and be approved by the Library Board.

## APPENDIX A – WAGE SCHEDULE

Section 1. The base wage and salary rates enumerated in Appendix "A" are as follows:

5.0% percent Annual Wage Increase (AWI) for 2023 included
Effective January 4, 2023

| Code | Title | Step 1 | Step 2 | Step 3 | Step 4 | Step 5 |
|---|---|---|---|---|---|---|
| 89016 | AMH Syst Op | 24.63 | 25.90 | 27.10 | 28.50 | 29.93 |
| 89018 | AMH Syst Op Ld | 27.26 | 28.56 | 29.99 | 31.43 | 33.01 |
| 89439 | Asst Mnging Librn | 47.65 | 49.97 | 52.49 | 55.09 | 57.81 |
| 89928 | Audio/Video Tech&Events Asst | 28.43 | 29.88 | 31.32 | 32.92 | 34.56 |
| 89900 | Bldg Engr-Libr | 36.66 | 38.51 | 40.45 | | |
| 89850 | Bldg Maint Wkr | 30.84 | 32.40 | 34.03 | 35.67 | 37.43 |
| 89942 | Bldg Maint Supp Ld | 38.51 | 40.45 | 42.48 | 44.59 | 46.85 |
| 89473 | Comm Resc. Spc | 36.94 | 38.79 | 40.69 | 42.69 | 44.78 |
| 89472 | Comm Resc. Spc, Sr | 42.61 | 44.73 | 46.99 | 49.34 | 51.82 |
| 89432 | Coordinating Library Tech | 30.28 | 31.73 | 33.33 | 34.99 | 36.68 |
| 89956 | Custdl/Janitorial Supp Lead,Sr | 30.05 | 31.57 | 33.12 | 34.80 | 36.54 |
| 89840 | Custodian | 24.55 | 25.74 | 27.00 | 28.35 | 29.70 |
| TBD | Custodian *Intermittent | 24.55 | (Position also receives pay in lieu of benefits) | | | |
| 89626 | Data Engineer | 57.03 | 59.89 | 62.94 | 66.06 | 69.34 |
| 89510 | Delivery Drvr I | 25.07 | 26.29 | 27.55 | 28.97 | 30.39 |
| 89530 | Delivery Drvr II | 27.26 | 28.56 | 29.99 | 31.43 | 33.01 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 89622 | Enterprise Systms. Anal. | 53.13 | 55.79 | 58.58 | 61.51 | 64.58 |
| 89875 | Gardener | 29.01 | 30.45 | 31.99 | 33.45 | 35.13 |
| 89907 | Info Technol Spec 1,Sr | 40.53 | 42.27 | 44.32 | 46.57 | 49.15 |
| 89908 | Info Technol Spec 2,Sr | 45.30 | 47.59 | 49.90 | 52.42 | 55.02 |
| 89184 | Info Technol Spec,Sr | 37.45 | 39.31 | 41.24 | 43.32 | 45.50 |
| 89831 | Janitor | 23.50 | 24.63 | 25.90 | 27.10 | 28.50 |
| TBD | Janitor *Intermittent | 23.50 | (Position also receives pay in lieu of benefits) | | | |
| 89957 | Janitor Lead | 28.77 | 30.20 | 31.72 | 33.29 | 34.97 |
| 89523 | Lead Page | 25.95 | 27.19 | 28.57 | 29.95 | 31.45 |
| 89447 | Library Assoc I | 24.80 | 26.04 | 27.37 | 28.66 | 30.10 |
| TBD | Library Assoc I *Floating | 24.80 | 26.04 | 27.37 | 28.66 | 30.10 |
| 89881 | Library Assoc I*Intermittent | 24.80 | (Position also receives pay in lieu of benefits) | | | |
| 89448 | Library Assoc II | 26.11 | 27.45 | 28.73 | 30.21 | 31.73 |
| 89480 | Library Assoc II *Floating | 26.11 | 27.45 | 28.73 | 30.21 | 31.73 |
| TBD | Library Assoc II *Intermittent | 26.11 | (Position also receives pay in lieu of benefits) | | | |
| 89437 | Library Assoc IV | 34.59 | 36.31 | 38.02 | 39.97 | 41.95 |
| TBD | Library Assoc IV *Floating | 34.59 | 36.31 | 38.02 | 39.97 | 41.95 |
| TBD | Library Assoc IV *Intermittent | 34.59 | (Position also receives pay in lieu of benefits) | | | |
| 89429 | Library Tech I | 24.90 | 26.11 | 27.46 | 28.77 | 30.14 |
| 89430 | Library Tech II | 26.57 | 27.86 | 29.19 | 30.67 | 32.21 |
| 89431 | Library Tech III | 28.43 | 29.88 | 31.32 | 32.92 | 34.56 |
| 89313 | Librn | 39.89 | 41.88 | 43.91 | 46.17 | 48.37 |
| NEW | Librn * Floating | 39.89 | 41.88 | 43.91 | 46.17 | 48.37 |
| 89881 | Librn *Intermittent | 39.89 | (Position also receives pay in lieu of benefits) | | | |
| 89929 | Librn, Supvsng | 45.19 | 47.34 | 49.71 | 52.17 | 54.79 |
| 89917 | Mats Distrib Svcs Spec | 33.54 | 35.19 | 36.91 | 38.77 | 40.72 |
| 89625 | Network Engineer | 58.35 | 61.24 | 64.33 | 67.53 | 70.92 |
| 89011 | Operations Supervisor | 43.24 | 45.40 | 47.68 | 50.05 | 52.57 |
| 89445 | Page | 23.90 | 25.07 | 26.36 | 27.63 | 28.97 |
| 89620 | PC Technician | 29.98 | 31.02 | 32.25 | 33.45 | 34.80 |
| 89433 | Prgm Coord | 36.94 | 38.79 | 40.69 | 42.69 | 44.78 |
| 89855 | Security Ofcr | 32.96 | 34.60 | 36.26 | 38.06 | 39.98 |
| 89856 | Security Ofcr, Ld | 38.06 | 39.98 | 41.97 | 44.06 | 46.30 |

| | | | | | | |
|---|---|---|---|---|---|---|
| 89859 | Security Operations Analyst | 40.95 | 43.02 | 45.14 | 47.42 | 49.81 |
| 89131 | Selection Svcs Librn | 45.84 | 48.14 | 50.58 | 53.14 | 55.76 |
| 89629 | SharePoint Online Administratr | 57.03 | 59.89 | 62.94 | 66.06 | 69.34 |
| 89130 | Sr Libr | 45.19 | 47.34 | 49.71 | 52.17 | 54.79 |
| 89909 | Systs Anlyst 1,Sr | 55.79 | 58.58 | 61.57 | 64.60 | 67.79 |
| 89910 | Systs Anlyst 2,Sr | 57.03 | 59.89 | 62.94 | 66.06 | 69.34 |
| 89905 | Systs Librn | 58.35 | 61.23 | 64.33 | 67.53 | 70.92 |

Section 2. For employees in classifications that are exempt from the overtime provisions of this Agreement, the listing of hourly rates in this Appendix is for comparison purposes only.

Current staff in the Information Technology Specialist 1, Sr; Information Technology Specialist 2, Sr; Systems Analyst 1, Sr; Systems Analyst 2, Sr; and Systems Librarian classifications will be red circled (remain non-exempt) until vacating the position/classification. The parties further agree to allow the additional conversion of IT positions/classifications to exempt status, providing such classifications meet the criteria under the Fair Labor Standards Act.

Section 3. Effective January 4, 2023 the following classifications have a market wage adjustment as reflected in the Wage Schedule above.

| Job Classification | % Increase |
|---|---|
| LA 1 | 6% |
| LA 2 | 6% |
| LA 3 | 6% |
| LA 4 | 4% |
| Page | 4% |
| Lead Page | 6% |
| Security Officer | 8% |
| Security Officer Lead | 8% |
| Security Data Analyst | 8% |
| Enterprise Application Analyst | 17% |
| Info Technol Spec 2 | 10% |

In addition, effective January 10, 2026 the following classifications have a market wage increase as reflected in the table below.

| Job Classification | % Increase |
|---|---|
| Security Officer | 2.1% |
| Security Officer Lead | 2.1% |
| Security Data Analyst | 2.1% |