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City Manager's Office



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Debra Figone

SUBJECT: CITY LIBRARIAN
RECRUITMENT

DATE: February 13, 2012

INFORMATION

BACKGROUND

The purpose of this memo is to inform you that the recruitment for the next leader of the City's library system has been launched by the City Manager's Office. This will be a nationwide search to obtain the best possible pool of candidates for the position. As part of this effort, we will engage the community and stakeholders in multiple ways during this recruitment process, while maintaining candidate confidentiality throughout the process.

This Information Memo provides an update on the status of the recruitment activity and process.

ANALYSIS

Professional Consultant and Staff Support

I have selected Executive Search Consultant June Garcia to lead the recruitment. Ms. Garcia has over 40 years of experience as a public librarian. Ms. Garcia has a unique and comprehensive employment background specializing in recruiting directors for large public library systems further qualifying her for this assignment.

Over the coming weeks, Ms. Garcia will be following up with stakeholders to obtain input on the key characteristics wanted in San José's next City Librarian. While Ms. Garcia serves as the City's professional recruiter, Deputy City Manager Norberto Dueñas is the lead City staff coordinating this effort. Norberto will coordinate the recruitment and public outreach process, and other City staff will be strategically engaged based on areas of expertise or targeted stakeholders. The process will engage the workforce, Council offices, key stakeholders and our diverse communities in multiple ways at the front-end of the recruitment process. This outreach will help ensure that the City can attract the most qualified and best suited pool of candidates who meet the position profile, while maintaining a clear, timely and confidential process.

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Stakeholder Outreach/Input Process

An important, early step in the process is to learn from a variety of stakeholders what they think are the primary skills, experience and attributes needed, as well as their perspective on the challenges and opportunities for the next City Librarian. In order to maximize stakeholder's ability to provide input, an online survey has been developed and placed on the City's website, www.sanjoseca.gov. The survey will be available through March 2, 2012. The survey will be widely promoted and coordinated with Council offices to ensure maximum constituent awareness and participation. The responses of these questions, in addition to input already provided by the Council and other stakeholder groups, will be used to compile the ideal City Librarian profile.

Discussions have recently taken place to gather input for the profile through one on one meetings with each of the Council offices, attending meetings of the Library Commission and All Friends of the San Jose Library group, and hosting informal, small group coffee talks with Library staff and managers. Additionally, we have engaged the San Jose State University Senior Management team and will ensure that their input is included in the complete engagement process. In these initial discussions, we have been inspired by the optimism and pride expressed in our library system along with the opportunities believed to exist for the potential candidates. My commitment is to ensure that this process attracts a well-qualified City Librarian who will serve as an ambassador to the community and continue to drive the innovative spirit of our library system.

Other options to obtain input may be developed over the next week. In general, the input process will include targeted audience meetings and/or forums, access to a website/email where input can be provided by the broader public via an online survey, and access to a confidential online survey for City employees - all designed to gather input on what is important to them in San José's next City Librarian. Additionally, to the extent feasible, City staff are coordinating with internal and external groups that a "City Librarian Recruitment" item be added to any relevant pre-existing meetings (e.g. Schools/City Collaborative, Neighborhoods Commission) to provide a forum to solicit input. We are in the process of setting two meetings over the next month that invite stakeholders to meet personally with the professional recruiter/or City Manager staff for discussing the qualities of the next City Librarian. We are open to holding additional meetings once weighed against the effectiveness of this meeting forum, along with the practical realities of time and resources.

Conclusion

This recruitment process, and ultimately the appointment of a new City Librarian, is a high priority for me personally and my staff. We are all extremely proud of our comprehensive library system here in San José, which serves as an international model for providing traditional and cutting edge library services to its patrons. In addition, the many staff members, volunteers and supporters who have helped San José libraries continue to provide excellent services throughout the years are to be commended. My commitment is to ensure that the input from

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these stakeholders and users of our library system gets full consideration as we develop the position profile that will attract the most qualified candidates. We expect to use the input we have received by early February to develop the recruitment brochure which will be available in the next few weeks. Input will likely still be in progress, however will be valuable in developing questions for the actual interview process.

The recruitment process will take several months and I anticipate appointing a new City Librarian by this summer. I want to ensure that this recruitment process is not rushed, so I will be reviewing options for interim leadership and will make an announcement in this regard before Jane retires at the end of March.



DEBRA FIGONE
City Manager

For questions, please contact Norberto Dueñas, Deputy City Manager, at (408) 535-8180.