

San José Public Library *is actively seeking an* **Assistant Director**



San José Public Library enriches lives by fostering lifelong learning & by ensuring that every member of the community has access to a vast array of ideas and information.



THE COMMUNITY

San José California is a unique place that plays a vital economic and cultural role in the nation. San José is the most urban city within Silicon Valley, 10th largest in the U.S., known as the center for the nation's leading innovative companies. San José is also home to an energetic, talented, culturally, ethnically, and economically diverse population and is located within the beautiful Bay Area.

Quality of life in San José is unsurpassed. Located roughly 50 miles south of San Francisco and 30 miles east of Pacific Coast beaches, San José is situated in a valley surrounded by the Diablo and Santa Cruz mountain ranges and enjoys an average of 300 days of sunshine per year. Those living and working in San José have access to the City's many attractions, cultural and performing arts, and recreational opportunities. A year-round calendar of festivals and celebrations supports the community spirit of this dynamic city. Nearby open spaces provide easy access to mountain parks, trails, lakes, and streams. San José's living and working climate has received accolades from publications including Business Week, Money Magazine, and other national media. Nightlife options include ballet, opera, symphony, live theater, nightclubs, and restaurants; and inquiring minds are served at the Tech Museum of Innovation, the Museum of Art, and the Children's Discovery Museum.

Nineteen public school districts and more than 300 private and parochial schools provide residents with a range of educational choices; innovative programs in local school districts include a nationally acclaimed performing arts magnet, as well as concentrations in math and science, international studies, and more. Local universities include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

For more information about the City of San José, please visit sanjoseca.gov



THE DEPARTMENT

San José Public Library (SJPL), proud recipient of the Gale/Library Journal Library of the Year Award and Institute of Museum and Library Services National Medal Award, is an acknowledged leader in providing innovative services to meet changing customer needs. A multi-ethnic and culturally diverse community is served by the Dr. Martin Luther King, Jr. Library and 23 modern branch facilities, most of which were renovated or built new within the past decade. Residents may access resources and assistance from home or office by phone, email, live chat, and texting.

The Dr. Martin Luther King, Jr. Library is both the City of San José's main library and the campus library for San José State University. It is the first library in the United States to integrate the services and collections of a major university and city and make them available to all. Strategically located on the campus at the corner of 4th Street and San Fernando Streets in downtown San José and across the street from the Richard Meier-designed San José City Hall, the King Library is a cornerstone for the entire community.

San José Public Library's mission is to enrich lives by fostering lifelong learning and by ensuring that every member of the community has access to a vast array of ideas and information. To fulfill this mission and meet the unique needs of its communities, SJPL's current strategic plan prioritizes the development of innovative programs that support academic achievement for students of all ages, expansion of access through digital inclusion efforts and partnerships, and continuous internal improvement to maximize public resources.

BY THE NUMBERS



Population served:
1,046,079



Facilities:
24



Staff:
578



Inventory:
2,167,593



Electronic Databases:
67



Languages in collections:
50+



Annual check-out rate:
9.19 million



Reference questions answered:
643,032



Program attendance:
459,260



Volunteer hours:
92,294



Operating Budget:
38.7 Million



Visitors:
6,783,432



THE POSITION

The Assistant Library Director works in partnership with the Director to administer and manage all aspects of service at the San José Public Library, providing oversight of major operational areas and acting as a lead member of the Library's Executive Leadership Team. The Assistant Library Director will act as the Chief Operating Officer for the Library Department. Responsibilities include: participating in the planning, organization and overall direction of the Library system; directing and coordinating implementation of policies, services, and innovations; evaluation of programs and make recommendations; collaborating and leading workflow process improvements; representing the Library in civic and community venues; and ensuring that services and programs meet the rapidly evolving needs of our communities. It is important that the Assistant Director has a positive and inclusive leadership style to support, engage and empower staff in their efforts to develop new and innovative programs to serve a growing and diverse population.



THE IDEAL CANDIDATE

Manager

- Excels in developing, leading, and motivating staff
- Demonstrates proven analytical program management experience
- Empowers staff with the authority and resources to carry out responsibilities
- Fosters a team environment through collaboration and respectful management
- Has a demonstrated record of effective fiscal management and hands-on budgetary planning
- Understands and uses effective measurement and evaluation methods

Communicator

- Provides timely, accurate, and relevant information regarding critical issues to library staff, colleagues, and the public
- Identifies the key concepts and issues to be communicated in complex situations
- Presents information in a format that is clear, logical, concise, open, and sensitive to the needs of different audiences
- Acts with a high level of integrity and honesty to develop relationships based on trust and mutual respect
- Builds relationships and demonstrates responsiveness to staff, City employees, University staff, library users, community residents, general public, and other key stakeholders to achieve the Library's mission

Strategic Thinker

- Is forward thinking and has a positive track record in implementing appropriate leading-edge technologies with knowledge of current trends and best practices in libraries
- Effectively leads and manages change, balancing bold vision with strategic planning and tactical implementation
- Open to multiple, successful outcomes; results driven
- Talented, innovative, and energetic leader
- Seeks to create an environment where excellence and innovation can thrive
- Thinks strategically and makes sound decisions under pressure
- Is a creative problem-solver, and is motivated to achieving excellence

Qualities

- Ability to inspire • Creative • Proactive • Sense of Humor
- Respectful • Compassionate • Honest

COMPENSATION

The salary range for this at will position is **\$133,869 - \$208,669**

In addition, a generous benefit package is provided which includes:

Retirement

Competitive defined benefit retirement plan with full reciprocity with CalPERS; defined contribution plan available as an option.

Health Insurance

The City contributes 85% towards the premium for the lowest cost plan. There are several plan options.

Dental Insurance

The City contributes 100% of the premium of the lowest-priced plan for dental coverage.

Personal Time

Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Executive Leave of 40 hours is granted annually. Sick Leave is accrued at the rate of 8 hours per month.

Holidays

The City observes 14 paid holidays annually.

Deferred Compensation

The City offers an optional 457 Plan.

Flexible Spending Accounts

The City participates in Dependent Care Assistance and Medical Reimbursement Programs.

Insurance

The City provides a term life policy equal to two times annual salary. Long-term disability and AD&D plans are optional.

For more information on employee benefits, visit the City's benefits website: sanjose.gov/index.aspx?NID=707



MINIMUM QUALIFICATIONS

Any combination of training and experience equivalent to completion of a Master's Degree in Library Science from an ALA accredited college or university. Master's Degree of Library and Information Sciences is preferred.

Seven (7) years of increasingly responsible experience in library business management and/or administration, operations, and maintenance.



APPLICATION AND SELECTION PROCEDURE

The Assistant Library Director recruitment is being conducted on a national basis by The Hawkins Company. The Hawkins Company will review all written materials submitted and will screen and evaluate all candidates based on the criteria outlined in this brochure. The most highly qualified candidates will be invited to participate in an on-site interview.

To be considered, please submit your resume and cover letter electronically to assistantlibrarydirector.SJPL@thehawkinscompany.com. Resumes received by **March 23, 2018** will receive first consideration. The position is open until filled.

The Hawkins Company

8939 S. Sepulveda Blvd., #110-216

Los Angeles, CA 90045

www.thehawkinscompany.com






All questions must be addressed to **The Hawkins Company**.

For additional information or questions, please contact **Ms. Brett Byers** at 323-403-8279, brett@thehawkinscompany.com or **Mr. Bill Hawkins** at 310-348-8800. bill@thehawkinscompany.com.

San Jose Public Library is an Equal Opportunity Employer



sjpl.org

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