

DEPUTY COUNTY LIBRARIAN

Recruitment Closing Date: July 18, 2017

Salary: \$122,096.00 - \$148,574.40

Job Type: Full Time

Location: Library Administration located at 2450 Stevenson Blvd., Fremont, CA 94538

Department: Alameda County Library

Alameda County

Alameda County is home to more than 1.5 million people living in 14 incorporated cities, and six unincorporated communities and rural areas throughout 813 square miles. It is located across the bay from San Francisco, with Contra Costa County to the north and Santa Clara County to the south. Alameda is the second largest county in the Bay Area and the seventh largest in the state. As part of “the East Bay,” Alameda County is a popular and desirable location with ideal climate, a broad economic base, cultural and ethnic diversity, and a range of housing and business opportunities.



Alameda County is governed by a five-member Board of Supervisors directly elected by voters in their respective districts. The Board of Supervisors is responsible for providing policy direction, approving the County budget, and representing the County in a number of areas including its special districts. Alameda County provides health care, social services, public protection, and general government programs with a staff of more than 9,000 employees. Alameda County Library functions as one of the agencies/departments within Alameda County.

Alameda County Library



Dublin Library

Alameda County Library is a public library system with 10 libraries and a variety of mobile and outreach services that span the County.

The Library was established in 1910 and provides services through a staff of over 270 employees.

It is governed by the Alameda County Board of Supervisors and is advised by the Alameda County Library Advisory Commission, a 15 member board appointed by the Board of Supervisors.



San Lorenzo Library

The Library does not serve all of Alameda County. It provides services to more than 560,000 people through contractual agreement with five participating cities: Albany, Dublin, Fremont, Newark, and Union City. It also serves all of the unincorporated areas of the County, including Castro Valley and San Lorenzo.

Extensive outreach services are offered by the Bookmobile and the Learning Group. The Library also provides literacy and library support to several County entities, including the Juvenile Justice Center, Family Justice Center, Camp Sweeney, REACH Ashland Youth Center, and the Santa Rita and Glenn Dyer Jails.

The Library is funded primarily by local property taxes and has an operating budget of \$35M. The Alameda County Library Foundation and Friends groups in each community generously support library programs and services.

Overview of Position

This position offers a career-building opportunity for an experienced library manager or administrator. Working under the direction of the County Librarian, the incumbent will provide professional and administrative leadership as part of the Library's Executive Committee, as well as planning, organizing, and directing operations for Library Branches and the Learning Group. The Deputy County Librarian will function as the Library's Chief Operating Officer (COO), overseeing system-wide operations and special projects.

Examples of Duties

- Oversees daily operations of the Library;
- Oversees long-term, system-wide projects, including development and implementation of a new service model in the unincorporated Cherryland community within the next two years, and construction of a new Newark Library within the next five years;
- Studies and analyzes the Library's opportunities and challenges and recommends improvements;
- In the absence of the County Librarian, assumes leadership and direction of the Library's Executive Committee and represents the County Librarian at meetings, conferences, and similar functions;
- Assists in developing and implementing goals, objectives, policies, procedures, programs, and work standards for the Library;
- Mentors and develops employees to build organizational capacity;
- Represents the Library in civic and community venues; and
- Performs related work as assigned.

The Ideal Candidate

The ideal candidate is an experienced and thoughtful library administrator with strong project management, communication, and leadership skills. The ideal candidate will be:

- Adept at both strategy and implementation;
- Highly effective at managing Library operations;
- Experienced in the implementation of strategic planning from conception to completion;
- Flexible and decisive while handling a wide variety of situations with diplomacy and tact;
- Experienced and knowledgeable in working with diverse community residents, library users, and library staff;
- Committed to delivering exceptional customer service, both internal and external;
- Highly motivated to accomplish Library goals and objectives, encouraging collaboration across organizational divisions;
- Committed to leading and managing organizational and cultural change;
- Experienced in data-driven analysis and evaluation;
- Aware of current best practices in libraries;
- Experienced in handling complex labor relations issues while working in a strong unionized environment; and
- Politically astute.

Professional Qualifications

Either I:

- The equivalent of two years' full-time experience in the class of Principal Librarian.

Or II:

- The equivalent of five years of full-time experience as a Deputy Librarian (or equivalent classification) in a similar urban, suburban, or city library system.

Or III:

- Possession of a Master's degree in Library and Information Science, and, the equivalent of five years of full-time, recent, increasingly responsible supervisory and administrative experience in a community library system, that included at least three years of experience at a level comparable to that of Principle Librarian in the Alameda County classified service.

A degree in Public Administration is highly desirable.

Supplemental Questions

- Describe your experience in developing and implementing organizational goals, policies and procedures. Include in your response the steps you took to ensure that this was a collaborative process with any other key leadership staff and/or team members.
- What is your personal philosophy or approach to community engagement? How have you implemented this throughout your work experience? Explain how you would focus this effort in Alameda County.
- Project management is a critical part of the work library staff provide in developing services. Describe your process of developing a public library program including planning, implementation, promotion/publicity, outreach, and evaluation. Please present a program you would like to implement. Include the following elements in your response: planning, implementation, promotion/publicity, outreach and evaluation.
- Describe a situation where you have led a major innovative change in a library setting. How did you address the needs of staff, Friends groups, customers, oversight boards and other key stakeholders?
- What have you done in your organization to support and develop staff and create an environment that fosters risk taking and creativity? Please provide a specific example.

Compensation and Benefits

Alameda County offers an excellent annual salary range of \$122,096.00 - \$148,574.40 annually, dependent upon qualifications. In addition, a comprehensive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families is also provided. The County also sponsors many different employee discount, fitness, and health screening programs focused on overall well-being.

Benefits include the following:

- Medical – HMO & PPO Insurance
- Dental – PPO & DHMO Insurance
- Vision
- Basic and Supplemental Life Insurance
- County Allowance (Employer Credit)
- Health Flexible Spending Account
- Deferred Compensation Plan
- Retirement Plan
- Paid Holidays
- Floating Holidays
- Management Paid Leave Days
- Vacation and Sick Leave Accrual
- Employee Assistance Program

How to Apply

To apply, please submit an application by Tuesday, July 18, 2017 (5 pm) online at:

www.jobaps.com/alameda

Only online applications will be accepted. Following the closing date, applications and resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to interview. Candidates will be advised of the status of the recruitment following finalist selection.

Questions or Inquiries

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www.jobaps.com/alameda