



The City of Mountain View  
*is currently accepting applications for the position of*  
**Library Services Director**



Valued Employees Enhancing Our Community





## ABOUT THE DEPARTMENT

The Mountain View Library is a highly valued community asset, supporting lifelong learning through a wide variety of programs for all ages, a robust physical and virtual collection, and resource sharing with libraries throughout California and Nevada via Link+.

Library services are provided at a 60,000 square foot main Library adjacent to a park and City Hall in the vibrant downtown. Services are extended through bookmobile visits to local schools, preschools, senior centers, and corporate campuses. The department is well supported by the City with an annual operating budget of \$6 million and a staff of 42 FTE. During FY 2016-17 the Mountain View Library welcomed 633,920 visitors, had an annual circulation of 1,338,714, and provided 7,177 programs with attendance of 57,267. Customer satisfaction surveys indicate a 90% approval rating for library programs.

“Serving as Mountain View’s Library Director is a wonderful career opportunity to work with a supportive City Council and City Manager, a Department Head team that is highly skilled and collaborative, a Library staff who passionately serves our residents, and a community which values its library.”

*Rosanne Macek, Retiring Library Services Director*

## ABOUT THE CITY OF MOUNTAIN VIEW

The City of Mountain View is a progressive, full-service city of 79,278 in Silicon Valley, operating under the Council-Manager form of government. The seven Council Members are elected at large for four-year terms that are staggered, with elections held in even-numbered years. Every two years, the Council adopts priority goals that provide a focus for the organization’s workplan and drive progress on important community issues. Council goals for 2017-19 are centered on: Protecting Vulnerable Populations, Housing, Transportation, and Environmental Sustainability.

Mountain View’s sound fiscal practices, strong budget discipline, and diversified tax base, have allowed the City to maintain its AAA credit rating. In fiscal year 2017-18, the City’s work in the community is supported by a General Operating Fund Budget of \$128 million and over 600 employees.

The Library is supported by a five-member Library Board of Trustees who are appointed by the City Council and who approve Library policies and provide input to the Council on Library matters. The Library also enjoys strong support from the Friends of the Mountain View Library who raise funds for Library materials and programs through quarterly book sales and management of the library lobby shop.

## WHY CONSIDER WORKING FOR THE CITY OF MOUNTAIN VIEW?

It’s simple...you will be joining a team of talented professionals in a fast-paced, dynamic work environment dedicated to serving the Mountain View community. You will work alongside a group of creative and highly motivated staff, who on a daily basis, contribute their talents and commitment in providing essential public services to our residents and businesses. In addition, you will enjoy being part of a highly collaborative, goal-oriented department head team.

## The City of Mountain View Library’s Mission Statement

Our library is for everyone. We are a free resource helping our community connect, create and learn.



## WHAT YOU'LL DO

- Deliver excellent Library services to the community, building on a solid foundation and leading the library into the next decade of growth and success.
- Manage a diverse multi-generational staff, setting clear expectations as well as mentoring and supporting career development. Actively promote initiatives to support City-wide employee engagement efforts.
- Develop and monitor Library budget, focusing on fiscal responsibility and effectively using funds to best serve the community.
- Represent the Library and the City in the community at professional meetings, act as liaison to the Library Board of Trustees, and actively engage with the community at large.
- Analyze service levels in a growing community to ensure quality services to accommodate future population growth and to evaluate outcomes in addition to outputs.
- Future opportunities include working with newly hired Youth and Outreach Services Manager, ensuring the newly remodeled building is meeting customer needs, developing Library programs and services to support the City Council's goals, continuing to foster partnerships, and planning for future staffing needs.

## WHO YOU ARE

- An innovative Library services professional who can build upon a great foundation of support and success, use technology to achieve efficiencies, and design future Library Services in alignment with demographic shifts and the desires of policymakers.
- A team player who can serve as a member of a high performing executive team that is called upon to contribute beyond areas of expertise for the greater good of the organization.
- An exceptional communicator with strong interpersonal skills and emotional intelligence to work with a diverse community, active stakeholders, and a multi-generational staff.
- A staff member who epitomizes the City of Mountain View's Organizational Values of providing exceptional service, acting with integrity, and treating others with respect.
- A gifted manager of people who is highly skilled in managing a collaborative team, communicating clear and consistent expectations, leading with empathy, and acting as a mentor and coach.

- A careful fund manager who is fiscally responsible, understands the return on investment the Library produces for the community, and possesses the ability to effectively convey that message to others through outcome measures.

## WHAT YOU BRING

- At least five years of increasingly responsible professional library experience, three of which have been in a managerial capacity which includes supervision.
- Experience as a proven leader committed to exceptional performance balanced with both humility and humor.
- Equivalent to completion of a Master's degree in Library and Information Science
- Possession of a valid Class C Driver's License



## WHAT WE OFFER

The annual salary range for the Library Services Director is \$149,458 to \$218,120 depending on qualifications. Additional pay of up to 10% more than the range may be granted over time for exceptional performance. The City also offers a highly competitive executive benefits package that includes the following:

**Retirement:** 2.7% at 55 years of age for CalPERS classic members and 2% at 62 for CalPERS new members; employee contribution to CalPERS is 11.5% for classic members and 10.5% for new members for Fiscal Year 2017-18; with no Social Security deduction.

**Vacation Leave:** 12 days per year increasing up to 24 days depending on years of service. Annual vacation cashout program available.

**Sick Leave:** Accrues at 12 days per year. Additional 4 hours of vacation leave is granted for each quarter when sick leave is not used.

**Management Leave:** 12 days per fiscal year; paid out at end of fiscal year if not used.

## Cultural Ideals

Empower People • Foster Collaboration • Champion Wellness • Lead with Empathy • Embrace Change & Innovation





**Health Insurance:** The City offers a choice of 4 medical plans (two HMO plans, one HDHP/HSA, and one PPO) through Health Net and Kaiser. The City pays the full premium for vision coverage and full dental premiums for the employee as well as a large portion of dependent coverage. Short and long-term disability, life, and accidental death and dismemberment insurances are provided and paid for by the City.

**Management Development:** Funds up to \$1,000 annually in addition to regularly budgeted travel and training.

**Tuition Reimbursement:** Tuition reimbursement funds up to \$20,000 for completion of a job-related bachelor's or master's degree or approved leadership program.

**Special Pay:** \$595.83 per month.

**Retiree Health Plan:** Employees can participate in a defined benefit or a defined contribution retiree health plan.

**Deferred Compensation:** Three deferred compensation plans are available for voluntary employee contributions.

**Housing:** A low-interest loan is available for purchase of a primary residence in Mountain View.

**Relocation:** Relocation assistance may be provided

**Other Benefits:** City offers an Employee Assistance Program (EAP), IRS Section 125 flexible benefits or pretax child care. The City also has a gym and a robust wellness program.

### ARE YOU READY? APPLY NOW!

Submit application and resume online at [www.calopps.org](http://www.calopps.org) or the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309.

**Filing Deadline:** Applications and resumes will be accepted until 5:00 p.m. on **March 9, 2018**.

### Interview Process

Candidates with the most relevant qualifications will be invited to the following process:

- One or more oral board interviews tentatively scheduled for March 26, 2018.
- Department interview – Candidates who pass the oral board interview will be invited to meet with the City Manager, Department Heads, and the Library management staff.

Depending on the number of applications, the above process may be altered.

### THE FINE PRINT

Prior to hire, candidates will be required to successfully complete a pre-employment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

For more information about the City's culture and work environment, visit: [http://www.mountainview.gov/depts/hr/work\\_with\\_us/default.asp](http://www.mountainview.gov/depts/hr/work_with_us/default.asp)

Department Head Team Mission  
Our organization strives to be action oriented and innovative, seizing opportunities in a realistic and disciplined manner

