



We invite applications for the position of:  
**LIBRARY SERVICES MANAGER**  
\$108,813 to \$136,016 Annually  
Plus a comprehensive benefits package

"I feel fortunate to work for a well-run City that fosters innovation and creativity, with smart, dedicated staff, and in a community that loves the Library. *Laura Shea-Clark, Library Services Manager, Support and Customer Services*

### Why Consider The City of Mountain View?

It's simple. We are a dedicated team of professionals committed to providing excellent service to the community we serve, and we want you to join us! The Mountain View Library is "a free resource helping our community connect, create, and learn." In surveys, our residents consistently give us high marks and value and appreciate the services we provide. We enjoy strong support from the Friends of the Library and the Library Board of Trustees. We work collaboratively with our colleagues in other City departments and community groups. Here is an outstanding opportunity to join a great organization and contribute your talents and energies as a Library Services Manager. You may review the detailed job description for Library Services Manager on the City's website [here](#).

### About This Role

We want a **highly motivated, reliable, and skilled** individual to join the Mountain View Library for the position of Library Services Manager. You will be part of the Library's Leadership Team and manage our Youth and Outreach Services division of six full-time employees, which includes services for children, teens, the City's bookmobile, and cross-functional outreach throughout the community.

### What You Bring

- Four years of increasingly responsible professional library experience.
- Two years of experience supervising professional or paraprofessional staff.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Library Science or a related field.
- Possession of, or ability to obtain, a valid California driver license.

### Bonus Points

- Master's degree in library science from an ALA-accredited institution is highly desirable.
- Managing library programs in functional area is highly desirable.

### Who You Are

- You are friendly, **approachable**, have emotional intelligence and work effectively as part of a team.
- You appreciate and **value different work styles** and can get things done with people who see the world differently.
- You are **knowledgeable** in Children's & Teen literature and Children's & Teen library services.
- You are **passionate** about excellent customer service.
- You enjoy **connecting** with other City staff, schools, and community groups to offer innovative programs.
- You are a **strong collaborator** and work effectively with peers and staff on new solutions to challenges.
- You are **flexible**, embrace change, and actively solicit ideas for new and creative ways to deliver library services in response to changing community needs.
- You have an **open mind** about how library collections can evolve to meet future needs.
- You have the highest **ethical** standards and are sensitive to the visible role local government plays in our community.
- You are an open and **honest communicator**, your reports are clear and well-written, and you are comfortable giving presentations to a wide variety of audiences.
- You are an excellent **mentor**.
- You **strive for excellence** through creative approaches, all while having a good **sense of humor**.

### What You'll Do

- Supervise, mentor, train, and develop staff and champion employee engagement.
- Lead Youth & Outreach Services, which includes Children's and Teen services, the Bookmobile, and outreach while balancing your time and priorities appropriately.

- Act as a collection manager for print and electronic resources to ensure the collection meets the needs of the community.
- Lead outreach activities, both within Youth Services and across Library departments, to ensure the Library has an active presence at community events.
- Act as in charge manager of the building in the absence of the Library Director, resolving issues with facilities, customers, and staff.
- Develop, monitor, and adjust budgets.
- Manage relationships with outside partners and participate in the local Challenge Team.
- Monitor and analyze Library service trends in literature and best practices and make recommendations for service enhancements.
- Research and analyze Library activities and measure effectiveness of services.

#### **What We Offer**

- Comprehensive benefits package including generous paid leave and health
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree.
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution.
- Management development funds - \$1,000 annually.
- Management leave of 80 hours per fiscal year; paid out at end of fiscal year if not used.
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program
- Employee appreciation days and activities

#### **Are You Ready? Apply**

Submit your application, supplemental questions and resume online at <https://www.calopps.org> or to the Human Resources Division, City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309.

#### **Deadline**

Application materials will be screened on a continuous basis with a **first application review date of 5:00 p.m. PST, Tuesday, October 22, 2019**. The recruitment is scheduled to close at any time. Qualified candidates are encouraged to apply early!

#### **Interview Process**

The most appropriately qualified candidates will be invited to participate in the following process: Skype interviews (qualifying/non qualifying). Select candidates who pass the Skype interviews will be invited to an in-person oral board interview (weighted 100%). Additional department interviews with the Library Services Department will follow for a limited number of finalists. Depending on the number of applications, the above process may be altered.

#### **Fine Print**

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).

Prior to hire, candidates will be required to successfully complete a preemployment 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.

**THE CITY OF MOUNTAIN VIEW  
LIBRARY SERVICES MANAGER  
SUPPLEMENTAL QUESTIONNAIRE**

**Please answer the following questions and submit your responses with your application. Include no more than one page in response to each question.**

1. Briefly describe your knowledge and experience managing Youth Services in a public library.
2. Describe your management experience, including personnel (including FTE), maintaining budgets (including budget size); and your experience leading outreach efforts in a division or department.