



Belvedere Tiburon Library

Seeking a compassionate and self-driven leader for the position of:

ADMINISTRATIVE SERVICES SUPERVISOR



SALARY

- \$8,359 - \$10,666 Monthly
- \$100,313 - \$127,997 Annually
- Plus an excellent benefits package





Deadline to Apply

Thursday, May 28, 2026, at 5:00 PM

 jobs@beltibrary.org

 www.beltibrary.org

 (415) 789-2665

 1501 Tiburon Blvd.
Tiburon, CA 94920

ABOUT THE LIBRARY

The Belvedere Tiburon Library is an independent Joint Powers Agency (JPA) formed through a partnership between the City of Belvedere and the Town of Tiburon. Located in Marin County, just north of San Francisco, the Library recently completed a major renovation and expansion in 2022 that enhanced the facility with a new teen library, makerspace, art gallery, meeting rooms, and an outdoor plaza.

The Library is one of the most robustly funded public libraries in Marin County and is the only JPA library in the county that performs all administrative and operational support functions fully in-house. The organization operates with approximately 18.6 FTE and an annual operating budget of approximately \$3.8 million. Administrative operations are supported by a small internal team consisting of the Library Director, Administrative Services Supervisor, and Accounting Technician.

The Library is governed by a seven-member Library Board that meets monthly to establish policy, review financial and operational matters, and guide implementation of services and strategic priorities. The organization is guided by an adopted Strategic Plan focused on responsive public service, organizational sustainability, lifelong learning, and community connection. As an independent JPA, the Library enjoys autonomy and the ability to innovate and respond quickly to community needs.

Our vision: A community where every person feels included and inspired.

Our mission: To nurture curiosity, spark connections, and foster lifelong learning.

Staff values: Inclusion, creativity, integrity, growth, and respect.

THE POSITION

The Administrative Services Supervisor oversees and coordinates the Library's internal administrative operations that include, but are not limited to, finance, accounting, human resources, and Board Administration. The position supervises and directs administrative staff, and performs complex, confidential, and responsible administrative work. Serves as Clerk of the Board of Trustees and performs other related duties as required.

This position is operational in nature and is responsible for implementing established policies, procedures, and systems. The incumbent exercises considerable independence, initiative, and discretion within defined guidelines.



QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: Equivalent of a bachelor's degree in business or public administration, accounting, finance, human resources, or a closely related field.

Experience: Two (2) years of professional - level experience in finance, human resources, and/or other administrative functions, at least one of which includes supervisory responsibilities.

Additional experience can substitute for education on a year-for-year basis for a maximum of two years.

License and Certifications: The ability to transport oneself from one work location to another in a timely manner as required for meetings, duties, and responsibilities.

Work Schedule: On-site at the library, Monday – Friday / 7.5 hours. per day / 37.5-hour per workweek

IDEAL CANDIDATE

The ideal candidate will:

- Provide leadership that inspires and encourages employees to grow and excel.
- Exercise sound judgment, tact, discretion, impartiality, diplomatic demeanor, and professionalism, and provide exemplary customer service to members of the public, employees, officials, vendors, contractors, and colleagues.
- Possess expertise in risk management, including assessment of risks, and knowledge of current and effective methods, policies, and procedures.
- Demonstrate exceptional organization, time management, communication, and interpersonal skills.
- Have some demonstrable leadership, supervision, and human resources and financial experience and training or coursework.
- Be self-motivated, creative, adaptable, organized, and comfortable working in a dynamic and team-oriented environment.
- Possess strong skills in finance, including budget development, benefits administration, accounting, reconciliation, the development of various accurate and timely statements, schedules, and reports, and technical oversight.
- Anticipate and foresee challenges and develop innovative preventative measures and/or solutions.
- Be an inclusive leader, embracing diversity and the differences among us.
- Possess knowledge of and some municipal experience in finance, human resources, and/or other administrative functions.

BENEFITS

The library offers a healthy cafeteria benefits program, including choices among plan options for medical, dental, vision, life insurance, short and long-term disability, and PERS long-term care insurance.

Retirement: CalPERS retirement 2% @55 formula for classic CalPERS retirement 2% @62 for new members (PEPRA)

Life Insurance: \$20K [DO1] employer-paid, with the option to add coverage.

Health/ Dental: \$2K allowance towards purchase of CalPERS health and dental plans.

Vision: Employer-paid

Vacation: Two (2) weeks of vacation

Holidays: Ten (10) paid holidays plus four (4) floating holidays

Sick leave: Twelve (12) days// LTD

Voluntary 457 Deferred Compensation Plan

Professional development opportunities and memberships

Paid supplemental parental leave: up to 100% in gross wages to supplement employees receiving CA Paid Family Leave Payments during baby bonding.

Tuition reimbursement: up to \$1,000 annually for tuition, books, and materials

Employee Assistance Program (EAP): Employer-paid

Flexible Spending Account (FSA): Voluntary

HOW TO APPLY

To be considered for this exciting opportunity, candidates should apply by emailing a cover letter and a focused resume detailing recent (within the past 10 years) experience and demonstrated career accomplishments relevant to this position to jobs@beltiblibrary.org with the subject: "Administrative Services Supervisor Applicant". Scan QR code below to apply now. Deadline to Apply: Thursday, May 28, 2026, at 5:00 PM

The selected candidate will be required to undergo a standard background check upon conditional offer. Additional inquiries about the position may be directed to jobs@beltiblibrary.org.



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