



We invite applications for the position of:

Deputy City Librarian

\$171,635 - \$189,227 ANNUAL SALARY

The City of San Mateo Library Department is looking for a highly qualified Deputy City Librarian

Why Join our Department?

The San Mateo Public Library is a dynamic organization that serves as a vital resource and gathering place for the community. The Main Library functions as the cultural center of the City, offering extensive programs and services, while the Hillsdale and Marina branches provide convenient neighborhood access and additional resources for a diverse set of library patrons.

The Library recently adopted a new Strategic Plan that will guide its priorities and initiatives over the next three years. This is an exciting time to join the organization and contribute to its continued growth and innovation.

The Position

The City of San Mateo is seeking a qualified and experienced Deputy City Librarian to serve in a key leadership role within the Library Department. Reporting to the City Librarian, the Deputy City Librarian acts as the Library's chief operating officer and directly supervises division managers overseeing Children's/Literacy Services, Information Services, and Circulation/Technical Services. The Deputy City Librarian also plays a lead role in cross-divisional project management, operational oversight, strategic plan implementation, and in representing the Library at meetings and public events.

This position requires a balance of operational excellence, strategic thinking, and strong people-centered leadership. The Deputy City Librarian helps ensure the delivery of high-quality library services while cultivating a positive, inclusive, and responsive workplace culture.

The ideal candidate will possess:

- A collaborative, thoughtful, and pragmatic leadership style.
- Strong discernment and empathy when working with staff, partners, and the public.
- Excellent written and verbal communication skills.
- A commitment to public service and to advancing equity, access, and inclusion.
- Demonstrated experience managing complex library operations and multi-functional teams.
- A proactive approach to problem-solving and decision-making.
- A strong track record of successfully leading or contributing to strategic initiatives.
- The ability to build trust, navigate change, and foster a supportive work environment.

Examples of Duties - Duties may include but are not limited to, the following:

- Prioritizes work of staff; develops and trains staff; conducts performance evaluations; approves actions regarding hiring, promoting, and disciplining; and approves recommendations on all employee actions.

- Reviews changes in laws, regulations, and guidelines for their effect upon Library activities; evaluates the effect of such changes, and recommends and implements changes to policies and procedures as required for compliance.
- Assumes management responsibility for all daily operations, departments, programs, and services of the Library.
- Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned services including human resources administration, library development, library service plan, outreach and marketing and is involved in the planning, implementing, and managing of new technologies.
- Monitors and evaluates the efficiency, effectiveness and quality of service delivery methods and procedures for the department.
- Reviews the work plan for the Supervising Librarians and Supervising Library Assistant; meets with each to identify and resolve problems.
- Negotiates and resolves significant and controversial issues.
- Conducts meetings and makes presentations; functions as the Library's project manager for special projects as assigned;
- Assists in the coordination of library activities with other City departments and outside agencies.
- May participate in the delivery of library services.
- Be a community liaison and lead in fundraising relating to service outreach and marketing.
- Assists in the preparation of the annual budget for the library; estimates staffing, equipment, and supply needs based upon recent trends and planned activities; monitors monthly expenditures after budget adoption; oversees disposition of surplus materials; and approves purchase requisitions.
- Prepares a variety of reports and correspondence; reviews internal policies and procedures; develops content for press releases and other material for dissemination to the public.
- Represents the City and Library in the community, within the Peninsula Library System, and at professional meetings and committees, as necessary.
- Responds to citizen inquiries; investigates and resolves patron complaints and concerns; applies the principles of good customers service and instills it in staff members.

Who You Are

- You possess the knowledge of professional library principles, practices, and procedures; computer applications applicable to library operation, including new library technologies as well as word processing; spreadsheet, presentation, and database applications; facilities management; principles and practices of public administration and human resources as applied to departmental administration, including basic employee relations concepts; budget development and administration; employee supervision, training, and personnel management; project management, administrative analysis, and report preparation; techniques for dealing with the City staff, representatives of other agencies, organizations, and the public, and resolving problems tactfully and effectively; applicable federal, state, and local laws, regulations, and reporting requirements, including related safety regulations.
- You have the ability to be a community liaison and lead in fundraising relating to service outreach and marketing; assist in the planning, organization, and direction of an effective library service program; analyze, interpret, and apply information, choose among alternative courses of action and arrive at a recommendation; acquire a thorough knowledge of community needs and interests, and of resources available to meet them; understand and implement laws, regulations, policies, and procedures; plan, supervise, direct, and evaluate the work of subordinate staff; communicate effectively, both orally and in writing; prepare clear and concise written reports; acquire a thorough knowledge of Library policies and a working knowledge of applicable City policies; develop and implement improvements to systems, organization, and operations within the Library; represent the City and the department effectively in contacts with representatives of other agencies, City departments, and the public; establish and maintain cooperative relationships with those contacted in the course of the work, such as with employees, labor

unions, officials, contractors, and the public; take a proactive approach to customer service issues; and maintain confidentiality regarding sensitive information.

What You Bring

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

- Five years of increasingly responsible experience as a professional librarian in a local government agency, at least three of which was in a supervisory capacity, managing the work of library programs.
- Master's degree in Library Science from an ALA accredited college or university supplemented by training in management principles and practices or an equivalent advanced degree in Management, Business, Public Policy or related field.

What We Offer

- Salary: \$171,635 - \$189,227 Annual Salary
- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement (2% @ 55 for classic members; 2% @ 62 for new members). Classic employees contribute 8.34% to CalPERS and New members contribute 7.50% to CalPERS
- Participation in the Social Security Program
- City contribution of 0.5% of base salary to a 457 Deferred Compensation Plan, and a 2% match to the Employee's voluntary contribution.
- Free Fitness classes through City of San Mateo Parks and Recreation
- Credit Union Membership

Are You Ready? Apply

Submit an online application, résumé (*required*), and supplemental questionnaire by June 3, 2025 at 5:00 p.m. at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close on **June 3, 2025 @ 5:00 p.m.**

Interview Process

All applications, résumés and responses to the supplemental questions will be reviewed for minimum qualifications. **Résumés are required.** Based upon a review of employment applications and résumés received, a limited number of the most highly qualified applicants will be invited to participate in the examination process. An eligible list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for six months unless exhausted sooner. Once placed on an eligible list, and at the time a vacancy needs to be filled, eligible candidates may be contacted for additional interviews.

A Zoom oral panel interview is tentatively scheduled for: Thursday, June 26, 2025.

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least 6 months with the possibility of an extension for an additional 6 months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted: May 13, 2025

Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment.

The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment.

In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify lcoles@cityofsanmateo.org or (650) 522-7264 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

CITY OF SAN MATEO
Deputy City Librarian
Supplemental Questionnaire

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put “see resume” or copy parts of resume/work duties as a response. **(Questionnaire responses must be submitted with the employment application.)***

1. Equity, inclusion, and access are core values for our library system. Describe a program, policy change, or internal initiative you led or supported that advanced equity or inclusion in your workplace or community. What actions did you take, and what were the outcomes?

2. Describe your leadership philosophy and how you have used it to foster a positive, inclusive, and high-performing workplace. Share a specific example that illustrates your approach.

3. As Deputy City Librarian, you may oversee multiple operational areas, from programs to collections to staffing. Choose one area you have significant experience with and describe how you’ve improved its effectiveness or impact. What were the key considerations in your approach?