



ABOUT THE POSITION:

Named one of America's Best Small libraries in 2015, the Mill Valley Library is recruiting for an Adult Services Supervising Librarian. The person in this position will report directly to the City Librarian, oversee the Division's personnel, programming, and services, and help implement large-scale initiatives.

The Adult Services Supervising Librarian will:

- Help the Library transition through the stages of reopening during and post pandemic.
- Oversee Reference services including mentoring staff to provide excellent customer service.
- Reinstate previous programs and develop new offerings for adults.
- Support Library and City initiatives to achieve greater diversity, equity and inclusiveness.
- Assist the City Librarian with reports and work with the Library's support groups.
- Select materials in assigned areas, collaborate with others to increase diversity of collection.
- Collaborate with staff to implement One Year Work Plan; assume lead role in select adult services goals.

Typical Projects might include:

- Helping to plan a 2022 *City Read* or *Lit Crawl* event.
- Contributing to Library's original digital content (blogs, podcasts, etc.).
- Increasing efforts to reach underserved populations through outreach, new programs and services.
- Assessing Reference Desk operations and service, and implementing changes as needed.
- Working with the Recreation Department on new collaborations.

(See [Job Description](#) for complete list of essential duties & abilities.)

THE IDEAL CANDIDATE:

This is an excellent fit for a take-charge person who thrives in a fast-paced, hard-working environment. The ideal candidate will be ambitious, capable of developing and implementing innovative and robust programming, and able to lead the Adult Services Division with a positive attitude. Candidate should embrace a modern view of Library service and be dedicated to public service. An M.L.I.S. from an ALA accredited program (or equivalent) and three to five years of increasingly responsible experience in professional library work, including at least two years in a supervisory or administrative capacity is required.



ABOUT THE DEPARTMENT:

Known for its beautiful facility and innovative programming, the Library (pre-pandemic) welcomed 240,000 visitors annually, had a \$2.5 million budget, 21.16 FTE staff, and 130 volunteers. 45,000 participants attend 1,200 programs offered each year. The Library has a Recording Booth, Apple Laptop Lab, Technology Center, Robotics Lab, *SmartGarden*, and History Room.

SALARY AND BENEFITS:

\$6,175 – \$8,274/month DOE (40 hr. work week)
Please view [CalOpps](#) for additional information.

APPLICATION INSTRUCTIONS:

Filing Deadline is **5:00 P.M. Monday, February 21, 2022.**

1. To apply, please visit www.calopps.org
2. Utilizing the application process in the above link, please include (upload) your Cover Letter and Resume.

INTERVIEWS – SAVE THE DATE:

Please keep this in mind as you apply.

1st Round Interviews: Week of March 7, 2022

ABOUT MILL VALLEY:

Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry. Located at the foot of Mt. Tamalpais, Mill Valley is close to San Francisco, wine country, and outstanding outdoor recreation areas such as the Pt. Reyes National Seashore and Muir Woods. The City serves approximately 14,000 residents in a 4.8 square mile area and about 16,000 more in the larger unincorporated Mill Valley area. The City of Mill Valley has almost 150 full-time employees and an annual budget of \$41 million.

The City of Mill Valley is an Equal Opportunity Employer.