

CITY OF SOUTH SAN FRANCISCO
EMPLOYMENT OPPORTUNITY

Applications are being accepted for the position of:
Library Program Manager II

City of South San Francisco • Human Resources Department • 650.877.8522 • www.ssf.net • EOE

DEADLINE TO APPLY | TUESDAY, JUNE 2, 2026 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 QUALIFIED ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

For detailed information and to apply online, go to: www.calopps.org

SALARY: \$126,484.00 - \$153,732.00 Annually



The South San Francisco Public Library is a full-service library committed to delivering quality services to a diverse community. Library services are available at three sites, including the Main Library (901 Civic Campus Way), the Grand Avenue Library (306 Walnut Avenue) and the Gene Mullin Community Learning Center (520 Tamarack Lane). The current opening for this position is in Youth Services, with responsibilities overseeing youth programs, collections, and makerspace activities at the Main Library.

IDEAL CANDIDATE | The City of South San Francisco is seeking a collaborative and service-oriented library professional with strong leadership skills and a passion for community engagement. The ideal candidate is an experienced manager who can effectively oversee complex library operations while fostering innovation, equity, and excellent customer service. This individual brings demonstrated ability to lead and develop diverse teams, manage programs and budgets, and implement responsive library services that meet evolving community needs. They are a strategic thinker and problem-solver who communicates clearly, exercises sound judgment and handles sensitive situations with professionalism. The ideal candidate has a solid foundation in modern library practices, including public and technical services, technology, and program development. They are also skilled in building partnerships with schools, organizations, and community groups to expand access and impact. Furthermore, the ideal candidate is a motivated leader committed to strengthening the library as an inclusive, innovative, and essential community resource. The standard schedule is 9:00 am – 6:00 pm, plus one evening per week (11:00 am – 8:00 pm) and one Saturday per month (9:00 am – 5:30 pm).

HOW TO APPLY | FINAL FILING DATE IS JUNE 2, 2026 AT 5:00 P.M. OR UPON RECEIPT OF THE FIRST 100 ONLINE APPLICATIONS, WHICHEVER OCCURS FIRST.

Apply online via CalOpps at:

<https://www.calopps.org/city-of-south-san-francisco>

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

Experience: Three years of progressively more responsible professional library experience, with two years in a supervisory capacity.

Training: A bachelor's degree from an accredited college or university in library science, public administration, or related field. In addition, a Master's degree in Library Science (MLS) from a college or university accredited by the American Library Association is required.

Licenses and Certificates: Possession of a valid, appropriate California driver's license and a satisfactory driving record, which must be maintained as a condition of employment.

SELECTION PROCESS | The process will first consist of a review of application materials, including responses to supplemental questions, which must be detailed and complete. Applicants whose submitted application materials demonstrate knowledge, skills and abilities in the best alignment with the required and desired qualifications of this position will be selected to participate in the next phase of the qualification and selection process, which will include an oral panel interview, tentatively scheduled for **Tuesday, June 16, 2026**. Following this examination, the top scoring candidates will be invited to a final selection interview with the hiring department.