THE COMMUNITY & THE ORGANIZATION

Here at Thousand Oaks, we have much to be thankful for – an exceptional California community with family-friendly amenities that are the envy of cities across the region. Fifty years of achievement have made Thousand Oaks one of the most sought after places in California to live, work, recreate, and raise a family. The City of Thousand Oaks, incorporated in 1964, is located in beautiful Ventura County, 12 miles inland from the Pacific Ocean, nestled against the Santa Monica Mountains. Within the City's 56 square miles, over 15,500 acres are publicly owned open space, containing 120 miles of trails for hiking, biking, or equestrian uses. Another source of pride in our community is the Thousand Oaks Civic Arts Plaza, a beacon in the region featuring world-class entertainment, musicals, concerts, plays, children’s shows, ballet, and much more.

A balanced family-oriented community of 130,196 with a strong local economy, Thousand Oaks is home to excellent schools, outstanding parks, and numerous retail shopping opportunities. We have adopted a balanced budget with appropriate reserves throughout our history due to conservative management and adherence to long-term financial strategic plans. City Departments include City Manager’s Office, City Attorney's Office, City Clerk, Human Resources, Finance, Community Development, Cultural Affairs, Library and Public Works. Police and Fire services are provided by Ventura County.

MAJOR INITIATIVES

We are in the midst of an exciting workforce transformation, with renewed commitments to financial resiliency, diversity and inclusion, and technology investment and innovation. The COVID-19 pandemic created unexpected and fundamental changes to our work landscape. Through the challenges, we evaluated and reshaped our processes and methods to become more innovative, efficient, and productive. As we transition to a post-pandemic, hybrid work environment, we are focused on maximizing new and innovative solutions in our service delivery and providing employees with the resources to support their professional development and growth.

The new Library Director will inspire and lead a multi-generational workforce and contribute to refining the City’s organizational culture committed to employee attraction, retention and development, progressive workplace policies and initiatives, and sustainable long-term operational efficiencies to continue to provide superior services to the community. The new Director will have the unique opportunity to lead a future space planning project to renovate the main library and branch, examine our services and fiscal resources, and align the organizational structure to serve the community into the future, while having an opportunity to enhance collaborative opportunities amongst City departments. These efforts are designed to maximize service delivery and ensure that opportunities are not missed. It is an exciting time to build upon the successes of the past and reshape the department for the future.

OUTSTANDING EMPLOYMENT OPPORTUNITY

LIBRARY SERVICES DIRECTOR

Leadership and Managerial Courage

- Exhibits effective leadership, influence, and resilience
- Is able to confront difficult issues, encourage engagement and debate, find common ground
- Is curious by nature, seeks to understand current practices and norms; integrates with a focus on the future
- Is politically astute and practical in moving organization forward

Strategic Thinker, Planner, & Innovator

- Identifies talents in others; is able to cultivate strengths and articulate limitations
- Shapes and projects a vision for the future
- Accurately anticipates and prepares for prospective consequences and trends
- Has strong understanding of the dynamics and dimensions of serving in the public realm
- Is an accomplished problem solver who deals well with ambiguity
- Creates an environment where ideas are generated and sound judgment is applied

Skilled Communicator

- Understands and strategically applies many facets of communication in order to lead through continual change
- Is an active listener with preference for open, honest communications (skilled/attentive listener)
- Uses “dialogic” methods of engagement to build bridges and facilitate ideas
- Develops a vision and strategic plan with staff and community members

Technical Skills & Professional Experience

- Understands and integrates municipal government and business practices with Library services
- Is responsive to Library staff, patrons, related Boards/Commissions and community residents
- Is informed, responsible, and accountable in government systems that affect library services: financial, budgetary, human resources, legal, facilities and information technology
- Forms partnerships within, and outside of, the City organization and with Library support organizations

Team Builder

- Is an active contributor to the City’s executive team with the ability to incorporate the City’s vision and mission while building, inspiring, and motivating teams
- Models key “soft skills” in interpersonal relationships demonstrating self-awareness, empathy, appreciation, and a service orientation
- Promotes a climate of engagement and inclusion with Library employees
- Equips Library employees with essential information about, and during, organizational change
The Thousand Oaks Library mission is to inspire, inform, and engage and we provide services to more than 659,000 visitors each year. Comprised of the Grant R. Brimhall Library – the main facility – and the Newbury Park Branch Library, the Thousand Oaks Library opened in 1982. The main Library is 84,000 square feet and was expanded in 2006 to create improved Children’s Services and Teen Space areas, study rooms, and additional seating and shelving. A 3,600-gallon salt-water aquarium donated by the “Friends of the Thousand Oaks Library” enhances the walkway between the adult and children’s services areas. Opened in 1991, the Newbury Park facility is 21,000 square feet and houses both a Branch Library and the Technical Services Department.

The Library serves more than 130,000 registered borrowers. Library services are supported through a special assessment tax. The annual Operating Budget is $7.8 million and full and part-time staffing is currently 64 employees. The Library collection contains more than 432,000 items including electronic materials, books, magazines, newspapers, recorded books on cassette and CD, videocassettes and DVD’s, CD-ROMs, and music CD’s and a genealogy collection, with an annual circulation of 857,000 items. The Special Collections Department includes an extensive Local History Collection and Book Arts Collection. The Library offers robust in-person and virtual programs and activities to serve the diverse community, including crafts, story-times, movie nights, homework help, book discussion groups, Ask a Librarian, technology training, and passport services.

During the COVID-19 pandemic when the Library buildings were closed to the public, staff continued to serve our community in innovative ways. We continued to distribute books and other materials through drive-up curbside services contributing to a total of 681,102 check-outs, and completely redesigned the Library website and virtual library services for an improved user-experience. In 2020, our Library website had over 900,000 visitors and over 176,000 electronic materials were circulated. The Newbury Park branch offers self-serve automated lockers to provide residents with a quick, convenient, and flexible option to access books and other materials 24/7. Recently, our Library has become fine free. Overdue fines were removed to increase access to materials and services and improve customer relationships and staff time and efficiency. The City of Thousand Oaks Library is adjacent to the Pacific Ocean and scenic Santa Monica Mountains, surrounded by more than 15,500 acres of natural open space. Incorporated in 1964, this master planned community offers a wide variety of cultural and recreational activities and an award-winning school system. Thousand Oaks is a general law City with a total budget of $179 million. Watch our video HERE!
Benefits

PARTICIPATING IN CITY OF THOUSAND OAKS BENEFIT PLANS

Who Can Enroll

You are eligible to enroll in the City’s benefits as a full-time or designated part-time (DPT) employee. Your eligible dependents include your legal spouse, registered domestic partner, and dependent children up to age 26.

When Coverage Begins and When You Can Enroll

Your benefits are effective the first of the month following your date of hire.

New Hires have 30 calendar days to enroll in benefits. If you do not complete your enrollment by this deadline, you will default in City-paid benefits, with employee only coverage. All other benefits will be waived, including medical and Flexible Spending Accounts.

Changes to your benefit elections can be made only during the Open Enrollment period or if you have a qualified life event during the year, such as marriage, divorce, birth, adoption, etc. You must notify Human Resources and make your elections by the deadline, 30 days after the qualifying event. The effective date of coverage is the first of the month following the date the request is received by Human Resources.

For more information, please Human Resources at (805) 449-2144.

What Is the City’s Defined Benefit Retirement Plan

CalPERS uses your years of service, age at retirement, and highest average annual compensation during any consecutive 12- or 36-month period of employment and a set formula to determine your pension benefit. City of Thousand Oaks retirement formulas are:

“Classic” Members 2% @ 55 – highest consecutive 12 month average
“New” Members 2% @ 62 – highest consecutive 36 month average

Classic members shall pay 7% of the employees’ normal contribution to PERS. Classic members are employees who do not meet the definition of “new member” under the California Public Employees’ Pension Reform Act of 2013.

Employees hired on and after January 1, 2013, deemed to be “new members” as defined in Government Code § 7522.04, shall individually pay an initial Member CALPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said new member is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater (PEPRA, Government Code section 7522.30).

For more information, please visit https://www.calpers.ca.gov, Local Miscellaneous Benefits.

City Benefits:

- Medical
- Dental
- Vision
- Basic Life and Dependent Life Insurance
- Long Term Disability (LTD) Insurance
- Employee Assistance Program (EAP)
- Retirement

City of Thousand Oaks
2100 Thousand Oaks Blvd.
Thousand Oaks, CA 91362
Tel. (805) 449-2144
https://www.toaks.org/
**2021 BENEFITS AT A GLANCE**

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Total City/Employer Contribution</strong></td>
<td>$1,315/month ($435 City medical contribution + $880 Cafeteria dollars); cash back available depending upon options selected.</td>
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| **Medical and Prescription Drug Coverage** | The City contracts with CalPERS to provide medical benefits coverage:  
  - (3) Anthem PPO plans  
  - (8) HMO plans including Anthem HMO Select, Anthem HMO Traditional, Blue Shield Access+, Blue Shield Trio, HealthNet Salud y Mas, HealthNet Smart Care, Kaiser CA, and United Healthcare, depending on eligibility zip code. |
| **Dental Benefits - Delta Dental PPO** |  
  - 70% to 100% coverage based on years of utilization  
  - Maximum $2,000 per-person each calendar year  
  - No deductible if you visit a Delta Dental PPO dentist  
  - $50 per person per lifetime deductible if you visit a Non-Delta Dental PPO dentist |
| **Vision Benefits – MES Vision** | One Comprehensive Vision Exam, one pair of frames and lenses or contact lenses every 12 months |
| **Flexible Spending Accounts (FSAs)** | HealthCare FSA – up to $2,750/year*; Carryover – up to $300  
Dependent Care FSA – up to $5,000/year* |
| **Disability Insurance** | Long-Term Disability (LTD) Plan covers 66 2/3% of the first $12,000 of monthly predisability earnings, reduced by deductible income ($100/month minimum, $8,000/month maximum benefit). |
| **Life and Travel Accident Insurance** | Basic Life Insurance $200,000 employee, $5,000 dependent coverage. Travel Accident Policy of $250,000 of life insurance, and long-term disability with no opt out or cash back provisions. |
| **401(a) Plan** | Employees must contribute 6% of their biweekly compensation into a 401(a) deferred compensation account. The City shall match the employee’s contribution. |
| **Deferred Compensation** | Voluntary employee investment participation options to 457 plan, Roth and/or Traditional IRA accounts* |
| **Car Allowance** | $483.34 per month; adjusted annually in July an amount equal to any increase in the Los Angeles Area CPI-U previous 12-month period. |
| **Annual Leave** | Annual Leave is in lieu of vacation or sick time and is accrued on a pay period basis. Accrual rates are based on years of service as follows:  
  0 – 3 years of service, 190 hours/year  
  4 – 8 years of service, 230 hours/year  
  9 – 13 years of service, 254 hours/year  
  14 – 17 years of service, 270 hours/year  
  18 – 22 years of service, 290 hours/year  
  23 – 28 years of service, 306 hours/year  
  29+ years of service, 322 hours/year |
| **Administrative Leave** | Forty (40) hours Administrative Leave shall be credited annually. For employees hired after July 1, administrative leave shall be prorated based on date of hire. |
| **Employee Assistance Program (EAP)** | Available to you, your dependents (including children to age 26) and all household members, 24 hours a day/7 days a week. Referrals for up to 6 free, in-person confidential assessment and counseling sessions per issue. |
| **Travel Assistance** | Available to you, your spouse and children through age 25 when you travel more than 100 miles from home or internationally for up to 180 days for business or pleasure. |
| **Supplemental Insurance Plans** | Additional Life Insurance and AD&D, Critical Illness, Universal Life, Cancer Care, etc. |
| **Tuition Reimbursement** | Eligible after successful completion of probationary period. Reimbursement for tuition, books and lab fees up to $1,000 per fiscal year for Associate Degree and up to $5,000 per fiscal year for Bachelor or Masters degree; restrictions apply. |

*subject to IRS limits