



Library Director

This is a unique opportunity for a progressive, experienced library professional to join a dedicated staff in leading an exceptional library system in California's beautiful wine country.

VISION

Our mission is to bring information, ideas, and people together to build a stronger community.



BECOME A PART OF A COMMUNITY

The northwestern-most county in the nine-county San Francisco Bay Area, Sonoma County (pop. 503,070) is 45 minutes north of San Francisco and extends over 1,700 square miles. Its vibrant and diverse communities offer the beauty and bounty of a world-class wine region, with abundant opportunities to enjoy the outdoors including redwood forests, mountains, scenic rivers, and the Pacific Ocean. The county seat, Santa Rosa, was recently named as one of the nation's "most livable communities" by Partners for Livable Communities. Sonoma County possesses many artistic, active arts and entertainment groups, as well as quality educational institutions, and vigorous businesses. A variety of towns and cities in Sonoma County offer friendly small-town atmospheres, as well as unique shopping, restaurants and entertainment.

Sonoma County's Mediterranean climate makes it not only one of the world's finest grape-growing regions, but a great place to live and work. With high temperatures averaging 87 degrees in the summer and 61 degrees in the winter, residents can be found enjoying the outstanding weather by participating in sports, walking and biking in the area's numerous parks, and at year-round farmers' markets to name a few of the regions many activities.

In addition, Sonoma County was recently ranked as one of the top 55 metropolitan regions in the United States for most-educated residents. Sonoma County is home to eleven K-12 schools that have been recognized as national Blue-Ribbon Schools. Higher education options are plentiful and include Santa Rosa Junior College, Sonoma State University, and Empire College (School of Business and School of Law); these and other educational institutions offer a mix of traditional, specialized and vocational undergraduate and graduate programs.

Sonoma County residents are civic minded and engaged in the community and include many active library supporters. Over 50 percent of residents have library cards and regularly use the libraries. In 2016 the residents overwhelmingly supported the passage of Measure Y, the library's 1/8 cent sales tax measure.



*Sonoma County's
libraries have a long
and rich history
dating back to the
1800s*

THE LIBRARY

The creation of a countywide Joint Powers Agreement (JPA) in 1975 united all of the public libraries in the county and began the Sonoma County Library system. In 2014, the JPA was revised. The Sonoma County Library Commission—which provides governance of the library system, including oversight of the library director and the budget—was expanded from seven to eleven members. The JPA members are the County of Sonoma, the cities of Cotati, Cloverdale, Healdsburg, Petaluma, Rohnert Park, Santa Rosa, Sebastopol, Sonoma, and Windsor.

There are nine Library Advisory Boards (LAB) serving as additional links to each branch library's community. Each LAB advocates for the library branch in its community and provides information to the commissioners and the director as to the opinions and service needs of the people in their region.

Several philanthropic 501(c)(3) non-profit entities provide support for the Library, including ten Friends of the Library (FOL) groups that



volunteer and raise funds for each of their particular branches and the Sonoma County Public Library Foundation that raises funds for countywide library services.

Nearly 200 employees focus every day on serving the people of Sonoma County. Sonoma County residents borrow over 3 million items a year. Nearly half the service population has a library card. Expert librarians answer over 160,000 reference questions annually for individuals, businesses, and government agencies. Library staff guide patrons in using resources and technology and in tailoring services to meet their individual learning needs and interests. During a typical school year, hundreds of classes either visit a library or are visited by a children's librarian. The Library offers an adult literacy program, training volunteers to tutor individuals who lack basic reading ability. The Library works with community partners to provide a wide variety of programming for all ages and interests.

THE LIBRARY DIRECTOR

Under the general policy direction of the library commission, the library director manages and directs the library's operations to assure a balanced and equitable countywide library system that includes a comprehensive program of library services.

Key Responsibilities & Typical Tasks

1. Manages and Directs Library's Operations

- » Serves as the library's executive officer, planning, organizing, directing, and reviewing all facets of the library's operations, programs, and services.
- » Formulates budget for review and approval by the library commission; administers the budget; ensures appropriate expenditures of public funds through efficient operations.
- » Directs the hiring, development, and retention of a high performing library work force.
- » Directs the development of library collections and services.
- » Directs the operations and maintenance of current library facilities.

- » Directs the development of technology plans to integrate current and new technology into the delivery of library and information services.
- » Directs the preparation and maintenance of library statistics and related records and reports.

2. Plans and Develops Library Services

- » Works with the library commission, local officials, community members, educational organizations, and staff to plan and deliver services and programs that meet the needs of the residents of Sonoma County.
- » Maintains and develops adequate financial resources to meet the library's needs, including the development of alternative sources for funding library services, collection acquisition and capital improvements; develops relationships and works with private, business and non-profit organizations to improve the library financial base and service delivery.
- » Assures adequate and appropriate facilities by providing leadership in the planning, design, and furnishing of new and/or remodeled facilities.

3. Coordinates Governance & Support

- » Prepares reports and recommendations to support the library commission in its oversight of the library and its leadership role in planning, budgeting, and policy-setting.
- » Maintains liaison with Library Advisory Boards, library support groups, city and county government officials and staff, interested community organizations to support the library's continued development and effectiveness.
- » Serves as clerk to the library commission, preparing commission agendas and reports in consultation with the chair, assuring compliance with the Brown Act, and maintaining all minutes and records of the commission. Also serves as official clerk for the Library Advisory Boards, delegating some of these responsibilities to the branch managers.

4. Builds Public Understanding & Support

- » Interprets and promotes the library, its services and needs to the public.
- » Develops public information programs to inform the county's residents about the library and its services; speaks before professional, civic and other groups to explain and interpret the library's programs.
- » Serves as a member of external organizations, committees and boards as necessary to support the goals of the library.
- » Identifies and establishes partnerships with key organizations to leverage the resources and capacity of the library as well as aligning library services with community priorities.



THE IDEAL CANDIDATE IS A:

LEADER

- » Demonstrates outstanding communication and interpersonal leadership skills.
- » Proven analytical program management experience.
- » Commitment to professional development for staff.
- » Empowers staff with the authority and resources to carry out delegated responsibilities.
- » Fosters a team environment through collaboration and respectful management.
- » Excels in developing, leading, and motivating staff.
- » Demonstrated record of effective fiscal management and budgetary planning.
- » Understands and uses effective measurement and evaluation methods.
- » Is forward thinking and has a positive track record in implementing appropriate innovative technologies. Open to multiple approaches.
- » Is committed to building a diverse and inclusive workforce that reflects the communities served.

STRATEGIC THINKER

- » Talented, innovative, and thoughtful leader.
- » Thinks strategically and makes sound decisions under pressure.
- » Skilled in strategic planning and tactical implementation.
- » Seeks to create an environment where excellence and innovation can thrive.
- » Effectively leads and manages change.
- » Has knowledge of current trends and best practices in libraries.
- » Incorporates new technologies as appropriate.
- » Address short-term challenges while maintaining a long-term vision.

COMMUNICATOR

- » Provides timely, accurate, and relevant information on critical issues to library commission, staff, stakeholders, and the public.
- » Identifies the key concepts and issues to be communicated in complex situations.
- » Presents information in a format that takes into account different audiences and cultures; endeavors to choose the best method for communicating.
- » Communicates openly, clearly, logically, and concisely.
- » Is able to develop and communicate a shared vision of library services.

RELATIONSHIP BUILDER

- » Acts with a high level of integrity and honesty to develop relationships based on trust and mutual respect.
- » Able to work collaboratively with library commission, staff and other key stakeholders to achieve the library's mission.
- » Is customer service-oriented and committed to timely responsiveness.
- » Engages proactively with external stakeholders, including elected and appointed officials, non-profit leaders and engaged community leaders.



MINIMUM QUALIFICATIONS

Graduation from a college or university approved by an accrediting association of more than statewide standing, plus possession of a graduate library degree from a school accredited by the American Library Association, plus ten years' experience of increasing level of responsibility in a public library, at least six of which shall have been in supervisory positions. Experience managing in an independent, multi-branch library district and union environment is preferred. Fluency in Spanish is desirable.

COMPENSATION AND BENEFITS

The annual salary for this position is **\$154,044.80 - \$192,379.20**. Salary is complemented by an attractive benefits package including CalPERS retirement and Retiree Health benefits for employees with 15 years of Library service. Additional benefits include, but are not limited to:

- » Participation in CalPERS medical coverage, 20% premium share paid by employee (cost benchmarked to Kaiser Plan HMO)
- » 100% Employer Paid Dental, Vision, LTD, Life, and AD&D
- » Participation in CalPERS Retirement: formula 2.5% @ 55 for Classic members; 2% @ 62 for PEPRA members
- » Deferred Compensation – 457(b)(3) choice of two different pre-tax savings plans: Nationwide Savings and CalPERS - Library match up to 1%
- » Holidays: 12 days annually plus two ½ days
- » Vacation: 22 days annually, 240 hour cap
- » Sick Days: 12 days annually
- » Management Leave: 80 hours per year (added July 1, must be used during the FY)
- » Staff development: up to \$2500 annually
- » Vehicle Allowance: \$400 monthly
- » Technology Allowance: Company provided cellular phone and laptop
- » Relocation Allowance: Generous relocation package.

APPLICATION AND SELECTION PROCEDURE

This position is open until filled. To be considered, submit your resume and cover letter by first resume review date of **Friday, October 26, 2018**. References and background check will be required for finalists.

Please go to our website to submit your application:
<https://secure.cpsshr.us/escandidate/JobDetail?ID=329>

For further information contact:

CPS HR  CONSULTING

Pam Derby
CPS HR Consulting
(916) 263-1401

E-mail: resumes@cpsshr.us
Website: www.cpsshr.us

Selection Process

Resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to interview with the consultant, following which, the most qualified candidates will be referred for interviews with the Library Commission. Selection Committee interviews with semi-finalist candidates are tentatively scheduled for November 12th or 13th. Finalist interviews with the full Library Commission are planned for December 3rd. The Commission anticipates making an appointment to the position following final interviews and the completion of comprehensive reference and background checks to be coordinated with the successful candidate.

