

SONOMA COUNTY LIBRARY

Deputy 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 PART OF A COMMUNITY

The northwesternmost county in the nine-county San Francisco Bay Area, Sonoma County

(pop. 546,204) is just a short drive north of San Francisco and extends over 1,700 square miles.

Its vibrant cities and towns 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 of Santa Rosa was recently named as one of the nation's "most livable communities" by Partners for Livable Communities and includes active arts, entertainment, education, and business opportunities.

In addition, Sonoma County was recently ranked as one of the top 55 metropolitan regions in the United States for most-educated residents by Wallethub.com. In K-12, seventy-five percent of the schools in the region have been recognized as California Distinguished Schools and ten have been accredited as National Blue Ribbon Schools. Higher education options are plentiful, including Santa Rosa Junior College, Sonoma State University, Meridian University, and, Empire College, offering a mix of traditional, specialized and vocational undergraduate and graduate programs.



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THE LIBRARY

The Sonoma County Library was formed in 1975 through a Joint Powers Agreement (JPA). Eventually all nine incorporated cities along with the County signed the agreement, which was revised in 2014. The Library system resulting from this collaborative agreement exists as a “Joint Powers Agency” separate from the appointing bodies, and includes branches in Cloverdale, Guerneville, Healdsburg, Petaluma, Rohnert Park/Cotati, Santa Rosa (Roseland, Central, Northwest and Rincon Valley), Sebastopol, Sonoma, Windsor, and two rural stations—Forestville and Occidental.

The Sonoma County Library Commission is the eleven-person body responsible for governing the JPA. The Commission is comprised of representatives from the incorporated cities appointed by the city or town councils, one representative appointed by the Board of Supervisors and one representative appointed jointly by Santa Rosa and the Board of Supervisors.

A countywide library system is a good deal for the people of Sonoma County—it helps save the public’s money by eliminating the need for having administrative services at each library, while giving them access to the rich resources of every library in the county. The cities and the County help by providing the buildings that house libraries in their community with the Library system acting as the service provider.

THE DEPUTY LIBRARY DIRECTOR

Under the general direction of the Library Director, the Deputy Library Director oversees, directs, and participates in all activities of the Library’s operations, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services; Provides assistance to the Library Director in a variety of administrative, coordinative, analytical, and liaison capacities. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering Library goals and objectives within general policy guidelines. This position will work in the Library Headquarters building, situated in Rohnert Park.



1. Key Responsibilities & Typical Tasks

- Assumes management responsibilities as assigned by the Library Director. This encompasses Library programs, services, and activities including Adult Services, Youth Services, Collection Services, Branch Services, Information Technology, and Facilities;
- Plans and directs public services, support services, and other library functions; ensures Library operations are running effectively and efficiently.
- Develops, directs, coordinates, monitors, and ensures the implementation of strategic plans, goals, objectives, policies, procedures, priorities, and work standards for the Library, in conjunction with the Library Director.

2. Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of strategic plan development, budget administration, contract management and collective bargaining and working in a union environment.

3. Ability to:

- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership for the Library.
- Prepare and administer budgets; allocate limited resources and achieve maximum public benefit in a cost-effective manner.

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 seven years' experience of increasing level of responsibility in a public library and/or public agency, at least three of which shall have been in supervisory positions. Experience managing in a union and multi-branch environment preferred.



COMPENSATION

The annual salary for this position is \$130,977.60 - \$163,571.20 annually (plus 3% COLA increase effective January 3, 2021). Relocation reimbursement may be available.

BENEFITS

Non-Represented Management Classifications Benefit Summary

Health/Wellness Benefits:

- Several healthcare plans are available through California Public Employees' Retirement System (CalPERS). Sonoma County Library contributes 80% towards monthly premium and Employee Contribution is 20%. Please visit CalPERS Health Benefit Summary to see details of available CalPERS health plans.
- Library pays full cost (100%) of Dental insurance, Vision Plan, and Employee Assistance Program (EAP).

Vacation/Administrative Leave/Sick Leave:

- Equivalent of 12 paid holidays per year (11 full days and 2 half days).
- Eligible for forty (40) hours of administrative leave per fiscal year.
- Vacation Accrual – 15 days per year (1.25 days per mo.) with increases based on length of service.
- Sick leave accrues at 1 day per calendar month.

Reimbursement of Relocation Expenses:

- Library will provide up to \$4,000.00 for relocation expenses (based on receipts submitted) less any travel expenses incurred for on-site interviews.

Retirement:

- Library participates in CalPERS.
- Formula varies depending on hire date (refer to current <https://www.calpers.ca.gov/page/active-members> for further details).
- Percentage of Retiree medical paid by Library and dependents based on date of hire
- Health Retirement Savings Account alternative may be available
- Sonoma County Library DOES NOT participate in Social Security.

Other Benefits:

- Life Insurance – 100% paid by Library (2 times annual salary).
- Long Term Disability (LTD) insurance – 100% paid by Library.
- Accidental Death and Dismemberment Insurance (AD&D) – 100% paid by Library
- Library Participates in Medicare.
- State Disability Insurance (SDI)/Paid Family Leave (PFL) – 100% paid by Employee.

APPLICATION

Priority consideration will be given to candidates who apply by Monday, January 4, 2021 at 5:00 p.m. Applications will be accepted until the job posting is removed. Please submit your application, resume, and cover letter at: calopps.org/sonoma-county-library.