

# ASSISTANT DIRECTOR OF LIBRARY SERVICES (OPEN AND PROMOTIONAL)

## Recruitment

**Closing Date/Time:** Thu. 07/28/11 11:59 PM Pacific Time

**Salary:** \$112,985.60–\$141,232.00 Annually

**Job Type:** Full-Time

**Location:** San Mateo County, California

**Department:** San Mateo County Library

**The San Mateo County Library seeks qualified candidates for the position of Assistant Director of Library Services. To apply please go to:**

<http://www.co.sanmateo.ca.us/hr/jobs>



**SAN MATEO COUNTY LIBRARY**  
Connect. Discover. Evolve.

**SAN MATEO COUNTY** provides a picturesque setting, combined with an incredible array of activities, which truly represent the California lifestyle at its finest. Bordered on the west by the majestic Pacific Ocean, on the north by San Francisco, on the east by the scenic San Francisco Bay, and on the south by the world famous Silicon Valley, San Mateo County offers a wide range of recreational pursuits, economic opportunities and numerous attractions. The 700,000 residents of the County enjoy a diverse, multi-cultural citizenry, cosmopolitan ambiance, temperate climate, clean air, rural open space, and a geographic location in the heart of the San Francisco Peninsula.

**SAN MATEO COUNTY LIBRARY (SMCL)** serves over 280,000 residents of the County in eleven cities and the unincorporated areas. With a mission committed to providing innovative, dynamic services that connect our diverse community with opportunities for individual growth and enrichment, the Library has developed an exceptional reputation for its progressive programs and services. In 2009-10, twelve community libraries received 2.3 million visits, circulated 3.9 million items, responded to over 200,000 customer questions and provided over 300,000 hours of computer access.

The Library is a Joint Powers Authority (JPA) formed in January 1999, and governed by the JPA Governing Board, comprised of the County, and City Council members from the 11 cities served by the Library. Operational and administrative guidance is provided by the JPA's Operations Committee, which works with the Director of Library Services assisting with oversight of day-to-day operations. The Operations Committee is comprised of City Managers from the various cities represented in the JPA, and a Deputy County Manager. Organizationally, the County Library is part of the County Manager's Office, Community Services Division. Library staff are employees of the County.



## SMCL STRATEGIC GOALS

- **Destination Libraries:** Create welcoming spaces that promote a sense of community pride and facilitate customer-centered services.
- **Collections and Services:** Develop and deliver outstanding library collections and services that reflect the interests and needs of our diverse customer base.
- **Community Engagement:** Raise awareness and visibility of SMCL services and increase recognition of the library as an essential community asset.
- **Organizational Culture:** Become a learning organization that continuously assesses community needs and develops staff to provide excellent customer service.

*To read more about San Mateo County Library, please visit our website at [www.smcl.org](http://www.smcl.org).*

## THE POSITION

The Assistant Director of Library Services is an executive management position, which reports directly to the Library Director and is responsible for the implementation of the Library's mission, policies and procedures throughout the library system.

The Assistant Director is the second highest-ranking executive in the department and assumes the full responsibility of the Library Director when the Director is not available. This position plays a key role in the administration and delivery of library service, and assists and advises the Director in the development of the Library's strategic vision and the successful attainment of the system's goals and objectives.

The Assistant Director will have the opportunity and responsibility to:

- Oversee the management of all library operations, supervising 12 branch libraries, one bookmobile and an eBranch as well as library support services comprised of access services (collections, cataloging, circulation); library experience (customer service, programming); and community engagement (literacy, outreach);
- Participate in the preparation and administration of the Library's budget; and direct and counsel staff in planning, resource allocation, budgeting and record systems needed to meet the Library's responsibilities;
- Direct service and organizational changes and supervise division managers responsible for implementation; and investigate new trends and specific library programs and facilitate the testing of new techniques, materials, and equipment to improve the operation of the library;
- Consult with and advise staff and the public regarding County-wide library policy issues and participate in the development of standards and programs relating to these policies;
- Coordinate with member cities to address service needs; and as needed, represent the Department before and provide information to city councils, boards, committees, etc.; and
- Facilitate the recruitment, hiring, and termination of the Library's staff of 126 regular and 40+ extra-help positions; and understand and interpret principles and practices of County personnel policies and practices.

**THE IDEAL CANDIDATE** will have the ability to:

- Visualize, design and deliver non-traditional and innovative library services that meet the needs of the community;
- Inspire, motivate and mentor others;
- Build cooperative working relationships using effective communication skills to involve others, build consensus, and influence decision making;
- Demonstrate strong management skills with solid resource management and financial skills, a sound understanding of public library management, and a working knowledge of city and county government; and
- Think strategically and use creative, collaborative, approaches to problem-solving and decision-making.

# QUALIFICATIONS

**Education/Experience:** Any combination of education and experience that would likely provide the required knowledge, skills and abilities is qualifying.

- The ideal candidate should have a Master's degree or recognized equivalent degree in library science from an ALA accredited college or university AND five years of increasingly responsible experience performing a wide variety of duties related to library management including one full year in a senior level administrative or management position.

**Knowledge of:**

- All aspects of library administration including appropriate methods, procedures, and technical expertise;
- Organizational, administrative, and management principles and practices;
- Supervisory techniques, resource allocation, planning and budgeting; and
- Basic math skills.

**Skill/Ability to:**

- Assist in directing and coordinating all aspects of library administration;
- Supervise, train, and evaluate the work of professional, technical and clerical staff;
- Analyze and evaluate statistical data and reports related to library management;
- Establish and evaluate policies, procedures and controls related to the County's library programs;
- Prepare a variety of complex analytical reports and documentation;
- Represent the County in diverse community settings and prepare and deliver oral presentations to small and large groups;
- Effectively and persuasively communicate both orally and in writing;
- Identify existing or potential problems, secure relevant information relating data from a variety of sources, determine probable cause(s), and effect appropriate solution(s);
- Successfully develop, control, and monitor the Library's budget and expenditures;
- Utilize appropriate interpersonal style and methods of communication to gain acceptance, cooperation, or agreement of a plan, activity, and/or program idea; and
- Establish and maintain effective work relationships with those contacted in the performance of required duties.



## APPLICATION/EXAMINATION

This recruitment is Open and Promotional. Anyone may apply. San Mateo County and Superior Court employees with six months of continuous service and in good standing may receive preferential points.

In order to apply the application form and supplemental questionnaire must be completed and submitted by Thursday, July 28, 2011, at 11:59 p.m. PDT. The supplemental questions are listed below.

**IMPORTANT:** Applications for this position will only be accepted online. If you are viewing this brochure on the County's website, you may click the 'Apply' button above. If you are not on the County's website, please go to [www.co.sanmateo.ca.us/hr/jobs](http://www.co.sanmateo.ca.us/hr/jobs) to apply.

A screening committee will select those applicants whose education and experience appear to best meet the needs of the position. These applicants will be invited to a panel interview (weight: 100%), which may include the evaluation of a brief written/performance exercise given immediately preceding the interview. Depending on the number of applicants an application appraisal of education and experience may be used in place of other examinations.

Because of the screening process, all applicants meeting the minimum qualifications are not guaranteed advancement through any subsequent phase of the examination.

All examinations will be given in San Mateo County, California and applicants must participate at their own expense.

**Final Filing Date:** July 28, 2011 at 11:59 p.m.  
**Application Screening (Tentative):** August 3, 2011  
**Panel Interview (Tentative):** August 17 & 18, 2011

### SUPPLEMENTAL QUESTIONS

Supplemental Questions to be included with your application:

1. Please describe your interest in the position of Assistant Director of Library Services and detail how you qualify for the position.
2. Describe a situation where you have led a major innovative change in a library setting. How did you address the needs of staff, Friends groups, customers, oversight boards and other key stakeholders?
3. What have you done in your organization to support and develop staff and create an environment that fosters risk-taking and creativity? Please provide a specific example.

San Mateo County is building a diverse work force and encourages applications from candidates who will contribute to our diversity.

**San Mateo County is an Equal Opportunity Employer**

*Analyst: Chet Overstreet (062411) (Assistant Director of Library Services - D082)*