

# imagine

## working in San José... LIBRARY DIRECTOR SEARCH



### The Community

As the Capital of Silicon Valley, San José is the world's leading center of innovation. Encompassing 178 square miles at the southern tip of San Francisco Bay, San José is Northern California's largest city with nearly one million residents. Its central location between San Francisco to the north and Monterey/Carmel to the south makes San José a gateway to adventures throughout California. San José is readily accessible to the

beaches of the California coast; Napa and Sonoma Valleys to the north; Yosemite National Park and Lake Tahoe in the Sierra Nevada; and the rich cultural life of the entire region. Nearly one million people reside in San José, making it the 10th largest city in the nation.

Situated between the Diablo and Santa Cruz mountain ranges, San José's quality of life is unsurpassed. With an average of more than 300

days of sunshine a year and a Mediterranean climate, those living and working in San José can enjoy the city's many attractions, cultural and performing arts, sports and recreation opportunities and year-round festivals and celebrations. Seventy-eight percent of residents rated the quality of life in San José as either "excellent" or "good" in the City's most recent Community Survey.



Winner of the 2011 National Medal for Museum and Library Service.

*"Located in a city of richly diverse neighborhoods, San José Public Library focuses its programs, services, and staffing to ensure it meets each community's needs."*

Read more about it [here](#).



San José has received accolades as a place to live and do business from Business Week, Money Magazine and other national media, and FBI data shows it is one of the safest large cities in America.

Once a largely agrarian community, with bucolic hillsides and an expansive valley dotted with orchards, San José experienced one of the most significant economic changes in California history over the past 80 years, transforming to a globally recognized high-tech center. The San José area today is home to the largest concentration of technology expertise in the world, powered by one of the most highly educated and productive populations in America. More than 40 percent of the workforce has a bachelor's degree or higher, compared with 25 percent nationally

San José is a city proud of the cultural and ethnic diversity of its population and workforce, as well as the rich cultural identity of its many neighborhoods, with residents speaking more than 56 different languages. Nineteen public school districts and over 300 private and parochial schools provide families with a range of educational choices. Innovative programs in local school districts include a nationally acclaimed performing arts magnet and concentrations in aerospace, international studies, math and science, radio and television, and more. Nearby universities include San José State University, Santa Clara University, Stanford University, University of California at Berkeley and University of California at Santa Cruz.

The City of San José operates under a council-manager form of government. The City Council consists of ten council members elected by district and a mayor elected at large. The 2011-2013 Operating and Capital Budgets for the City total \$2.84 billion. 5,400 city employees are represented by 11 bargaining units that have strong and active leadership.

With its world-renowned quality of life, it's difficult to imagine a more appealing place to live than San José, California!



## The Department

San José Public Library (SJPL) is the largest public library system between San Francisco and Los Angeles. A proud recipient of the Gale/Library Journal Library of the Year Award, SJPL is a acknowledged leader in providing innovative services to meet changing customer needs.

San José's multi-ethnic and culturally diverse community is served by the Dr. Martin Luther King, Jr. Library and 18 branches. An additional four branches are scheduled to open in 2013. The historic \$212 million branch development bond approved by voters in November 2000 means service is provided in modern, vibrant interior spaces with state-of-the-art technology. The number of annual visitors equals the combined home game attendance for all the Bay Area major professional sports teams!

Staff members provide lifelong learning opportunities with daily, 24-hour access to a significant and growing array of electronic services, including a dynamic online catalog, numerous databases, and electronic books, magazines, and homework help. Traditional print materials and AV resources are available in more than twenty languages, and residents can obtain reference assistance or search tips from their home or office by phone, email, and live chat.

The Dr. Martin Luther King, Jr. Library is both the City of San José's main library and the campus library of San Jose State University. The award-winning library is the

first in the United States to integrate services and collections of a major university and city and make them available to the entire community. Strategically located on a campus corner in downtown San José and in close proximity to City Hall, the library symbolizes the successful link between town and gown. With the capacity for a collection of over two million items and more than 3,000 seats, the library is 475,000 square feet spread over nine floors. 10,000 visitors pass through its doors on a daily basis during the academic year.

To fulfill its mission to enrich lives by fostering lifelong learning and by ensuring that every member of the community has access to a vast array of ideas and information, SJPL provides a number of innovative programs to the community. Smart Start San José is a comprehensive early care and education support service to early care educators and the parents of young children. Family Learning Centers are equipped with computers and special software to provide a unique learning environment for parents who are improving their basic skills and children together. Partners in Reading provides free tutoring to adults who want to improve their reading, writing and computer skills.

San José Public Library provides high interest, customer-focused programs and services in beautiful facilities with energetic, well-trained staff, volunteers, Friends, and the Library Foundation. Visit us at [www.sjpl.org](http://www.sjpl.org)



## Challenges & Opportunities

- Communicate the importance and value of library service in the digital age and increase public awareness of services the library provides
- Provide outstanding public service during a period of declining revenues and increased use
- Deploy technology that improves the customers' experience
- Encourage and support staff in their efforts to develop new and innovative programs to serve the increasingly diverse residents of the City
- Partner with other City departments, San José State University, school districts, community organizations, and local businesses etc. to enhance and expand service to shared audiences
- Plan for opening the four recently completed branch libraries and the design and construction of the Southeast Branch, the final Bond-funded branch construction project
- Provide leadership in the development of a strategic plan that is responsive to local needs
- Participate in the City's efforts to place a ballot measure for voter approval for the renewal of the Library Parcel Tax
- Mentor and coach staff to prepare them to assume leadership positions as they become vacant

### By the Numbers FY 11 - 12

Population served: 958,789

Facilities: 19

Staff: 271 FTE

Inventory: 2,032,730

Languages in collections: 20+

Circulation per capita: 11.88

Reference questions answered: 666,414

Operating budget: \$31.9 million

Visitors: 6,168,223

Items Loaned: 11,544,886



# The Ideal Candidate

## *Innovator*

- Proven track record of continuous improvement approaches and efforts including alternative service delivery initiatives
- Creates an environment where excellence and innovation can thrive
- Effectively leads and manages change
- Is forward thinking and has a positive track record in implementing appropriate leading edge technologies
- Is intellectually curious

## *Strategic Thinker*

- Thinks strategically and makes sound decisions under pressure
- Is skilled in strategic planning and plan implementation
- Is a creative problem-solver
- Has a knowledge of current trends and best practices in libraries

## *Communicator*

- Provides timely, accurate, and relevant information on critical issues to the City Council, City management, the Library Commission, library staff, colleagues, and the public
- Is able to develop and communicate a shared vision of library services
- Is willing and able to be an effective, visible library spokesperson in the community
- Communicates openly, clearly, logically, and concisely
- Has a sense of humor

## *Relationship Builder*

- Demonstrates cultural competence and has a history of responsiveness to community residents, library users, and library staff
- Acts with a high level of integrity and develops relationships based on dependability and honesty
- Works successfully with local elected officials, department heads, and other City employees
- Is customer service-oriented
- Is active in professional and civic organizations

## *Collaborator*

- Able to leverage both public and private resources including the use of volunteers
- Is able to work collaboratively and harmoniously with library staff, Library Commission, and other key stakeholders to achieve the library's mission
- Works successfully with the SJSU Library Dean to co-manage the Dr. Martin Luther King, Jr. Library

## *Manager*

- Demonstrates outstanding management skills
- Serves as a valuable member of the City Manager's cabinet
- Makes wise and fair decisions based on solid facts
- Mentors staff and fosters a team environment
- Excels in developing, leading, and motivating staff
- Has a demonstrated record of effective fiscal management and budgetary planning
- Understands and uses effective measurement and evaluation methods



## The Position

The Library Director is responsible for the planning, development, organization, and direction of the City Library system

The Library Director is a department head in the unclassified Civil Service and reports to the City Manager.

A copy of the job description can be found at the [City of San José Human Resources website](#).

## Minimum Qualifications

Any combination of training and experience equivalent to graduation from an accredited college or university with a Master's degree in Library Science.

Ten (10) years of increasingly responsible professional librarian work, including at least four (4) years at the management and policy making level

## Compensation

The salary range for this at will position is \$127,417 - \$199,154.

In addition, a generous benefits package is provided which includes:

- Competitive retirement system with full reciprocity with CalPERS.
- Generous vacation, executive leave, and holiday package.
- Competitive health, dental, and life insurance benefits
- 457 (b) Deferred Compensation Plan.
- Tax deferred medical and dependent savings plans.
- Monthly automobile allowance
- Out of area relocation assistance.

To request an alternative format for printed materials, please call Renee Bettencourt at 408-808-2156.

The City of San José is an Equal Opportunity Employer.

## How To Apply

To be considered for this exciting career opportunity, please email a letter of interest, your resume and three work-related references (who will not be called until mutual interest is established) to:

June Garcia  
Library Consultant  
1195 South Harrison Street  
Denver, Colorado 80210

Applications received by November 16, 2012 will receive first consideration. However, this recruitment is "Open Until Filled."

Inquiries are welcome. Please contact June Garcia at [June@JuneGarcia.com](mailto:June@JuneGarcia.com) or 303 522-2225.

