

CITY *of* RIVERSIDE, CA



*City of Arts & Innovation*



LIBRARY DIRECTOR



## Seizing Our Destiny

### *The Agenda for Riverside's Innovative Future*

Riverside's dedication to modern and proactive economic development is articulated in the recently adopted *Seizing Our Destiny* **visionary strategic plan**. The City is on a mission to elevate the community's **quality of life** in ways that will fuel **intelligent growth**, encourage **innovation**, position Riverside as the location of choice for **diverse and dynamic people**, and attract desirable **business and jobs** to the region.

What role will library services play in Riverside's exciting future?

As the new Library Director, you can help lead the way!

Explore the potential at <http://seizingourdestiny.com>

## THE COMMUNITY

As the 12<sup>th</sup> largest City in California, Riverside has a diverse population of over 300,000 covering over 85 square miles. Recently named as one of "America's Most Livable Communities," Riverside is the largest city in the second fastest growing county in the country. Riverside County has outpaced Los Angeles County in absolute growth.

Four internationally recognized colleges and universities call Riverside home: the University of California at Riverside, La Sierra University, California Baptist University, and Riverside Community College. The City's 60 visual and performing arts organizations have created a lively cultural scene which supports everything from the Riverside Philharmonic and the newly restored Fox Performing Arts Center to the California Museum of Photography and the Riverside Arts Museum.

Founded in 1883, Riverside's historic core is both charming and urban while its neighborhoods offer a wide range of diverse residential opportunities from modern estate homes to classic historic craftsman and mission-style bungalows. There are 51 city parks with more than 2,500 acres of open space including a wilderness park, two county parks and the California Citrus State Historic Park. The City is centrally located in Southern California approximately 60 miles east of Los Angeles and 100 miles north of San Diego.

Strong elected, civic and business leadership has created a diversified economy, balanced land uses, quality developments, cultural amenities and a progressive outlook that supports the community today and well into its promising future.



## CITY GOVERNMENT

The City of Riverside operates under the council-manager form of government established by the City Charter in 1953. Seven City Council Members are elected to four-year terms from geographically designated wards (districts). The Mayor is elected at-large and serves as the presiding Officer of the Council, interprets policies and programs to the community, and serves as official head of the City for ceremonial purposes. The Mayor has a voice in all Council proceedings but only votes to break a City Council tie-vote and veto. Members of the Council select a representative from among themselves to serve as Mayor Pro-Tempore.

The City Council appoints the City Manager, City Attorney and City Clerk in conformance with the City Charter. The appointment of the Library Director is made by the City Manager and approved by the Board of Library Trustees. The Library Director reports to the City Manager and Assistant City Manager.

Riverside ended the last fiscal year with an enviable budgetary surplus. Prudent fiscal management and strategic deployment of staffing resources allowed all library branches to remain open without the need to reduce system-wide library hours.

## RIVERSIDE PUBLIC LIBRARY

The Riverside Public Library (RPL) has a history that reaches back to 1888, growing from just a few rooms in the historic Loring Building to a distinguished Mission-Revival Library building financed by Andrew Carnegie to its current system of a Downtown Library and seven branch libraries. With the exception of the Downtown Library, the seven RPL facilities have been opened, remodeled and/or expanded within the last 10 years with the newest facility opening in May 2011. Developing future plans for the City's Downtown Library will be a grand opportunity for the new Director. Library services are currently delivered by 47 full-time and 22 part-time staff supplemented by dedicated volunteers.

Today, RPL serves a fast growing community. With a collection of approximately 465,000 books and other library materials, as well as 328 public access computers and an annual circulation of 1.5 million, RPL is a major provider of information services and cultural programs in this dynamic and diverse region. In 2009, RPL experienced more than four million website hits, facilitated 321,000 internet and technology sessions, increased



the number of public access computers by 30 percent system-wide, and responded to over 500,000 reference and information inquiries. Within the last year, staff also created and implemented a new "Customer Service Model for the 21<sup>st</sup> Century" that entailed extensive cross-training and flexible staff assignments.

More information on Riverside's library system can be found at [www.riversideca.gov/Library/](http://www.riversideca.gov/Library/)

### LIBRARY DIRECTOR - THE IDEAL CANDIDATE

The individual selected will join a dynamic, innovative, action oriented, mutually supportive and collaborative executive team. To be a good fit in Riverside, the new Director must enjoy performing at the top of his/her game, be comfortable with candor and display a healthy sense of humor. A demonstrated passion for serving a diverse and engaged community along with a strong commitment to superior customer service are also important components of Riverside's organizational culture.

The ideal candidate will have five years of progressively responsible professional public library experience with at least two years at a senior management level. Prior or current service as a Library Director or Assistant Director in a comparable organization will be considered favorably. Possession of a Master's degree in Library Science is required.

The new Director will be an energetic and visible relationship builder who has a history of creating and maintaining



mutually beneficial partnerships that serve to advance organizational objectives. He/she will be an outstanding manager who exhibits an open, inclusive and supportive style that empowers and enables staff to perform at their best. In addition to being a great mentor who is committed to the professional development of subordinates, the Director will convey high expectations and will not hesitate to hold people accountable to such standards.

An excellent communicator, the Library Director will enjoy proactively engaging with staff and various stakeholders. He/she will be inspiring to others in a manner that produces sustainable momentum throughout the organization and enhances ownership and external support for an exciting new vision. Prior experience working with elected and appointed officials is preferred.

The ideal candidate will be a superior problem solver who approaches tough decision making with courage and a balanced perspective. He/she must be a gifted strategic thinker who exercises sound judgment around complex and sometimes controversial subject matter. Extensive administrative experience with managing large budgets and a history of being extremely attentive to resources are necessary to succeed in the role.

The ideal candidate will have a proven and consistent track record



of significant accomplishments that typically involve improving efficiency, attracting outside resources, altering and improving services to better meet the needs of the community as well as redesigning or eliminating outdated or ineffective business practices. A proven track record of leading and managing thoughtful change effectively will also be expected. The individual selected will have the rare opportunity to provide a fresh perspective on all department operations and resources to help plan for the future of library services in Riverside consistent with the *Seizing Our Destiny* agenda.

## COMPENSATION & BENEFITS

The salary range for this executive level position is \$116,136 - \$145,116 and is supplemented by a competitive benefits package that includes:

**Retirement** – CalPERS 2.7% @ 55 formula. City pays employee's contribution toward the plan.

**Health Insurance** –The City offers seven health insurance plans and contributes up to \$1,006 per month for employee and dependent coverage.

**Dental Insurance** – The City provides three dental insurance plans and contributes up to \$45 per month.

### Vision Insurance

– The City provides vision coverage through Vision Service Plan (VSP) for employees and their dependents that are enrolled in medical coverage.

### Life Insurance

– City provides and pays for term life

insurance with accidental death and dismemberment equal to two times the annual salary plus \$1,000 up to a maximum of \$700,000.

**Deferred Compensation** – The City contributes \$250 per month to a 401(a) or 457 deferred compensation plan for a minimum \$50 monthly employee contribution. The City's contribution ends on July 1, 2011.

**Long Term Disability** – The City offers optional enrollment in the Long Term Disability Plan.

**Flexible Spending Account** – The City offers a Health Care and Dependent Care Flexible Spending Plan for optional participation.

## APPLICATION & SELECTION PROCESS

Submissions will be accepted until **midnight on Sunday, May 1, 2011**. To be considered for this opportunity, upload cover letter, resume and list of six professional references using the "Apply Now" feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).



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Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to interviews with a selection panel consisting of members of the Board of Library Trustees and the City Manager's Office. The City Manager anticipates making an appointment by late spring following the completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

*The City of Riverside  
is an Equal Opportunity Employer.*

