

CITY *of* NEWPORT BEACH, CALIFORNIA



LIBRARY
SERVICES
DIRECTOR



THE COMMUNITY

The City of Newport Beach is one of Southern California's most picturesque and popular beach communities. Located in the center of coastal Orange County – just 45 miles south of Los Angeles and only 90 miles north of San Diego – Newport Beach is home to attractive residential neighborhoods, a strong business community and premium amenities.

Newport Beach has a permanent population of approximately 86,700 and a workday population of about 100,000, but the mild climate, beautiful setting and variety of recreational activities draw between 20,000 and 100,000 tourists daily during the summer months. Visitors who drive across the city are sure to notice its “villages.” These distinct residential and commercial areas each have their own character and appearance, and combine to make Newport Beach one of the most magnificent and desirable cities on the west coast.

The City itself surrounds beautiful Newport Bay, where more than 9,000 boats dock within a 21-square mile harbor area. Residents and visitors enjoy 73 city parks and recreational facilities, beaches, marine habitats, including 8 miles of ocean beach that offer outstanding year-round swimming, surfing, fishing and aquatic sports activities. Newport Beach hosts many community events throughout the year, including the Newport Beach Surf Championships, now in its 25th year, and the Christmas Boat Parade. Other community attractions include Crystal Cove State Park, the Balboa Pavilion, two ocean piers, extensive bikeways, Fashion Island/Newport Center, and the luxurious Resort at Pelican Hill.

The Newport-Mesa Unified School District offers students a high-quality education with a variety of academic and athletic programs. UCI and other prestigious colleges are conveniently located within a few minutes' drive of city limits. Newport Beach's fine residential areas, contemporary shopping venues, thriving business community, quality school system, considerable recreational opportunities, and premium amenities all combine to make this truly the “shining city by the bay.”

CITY GOVERNMENT

A Charter City, Newport Beach operates under a Council/Manager form of government. The City Council consists of the Mayor, Mayor Pro Tem, and five Council Members, all of whom represent specific districts but are elected at-large to four-year staggered terms. The Mayor and Mayor Pro Tem are selected by their peers, and the Council is assisted by 21 active boards, commissions, and committees comprised of appointed community members.

In April 2013, the City opened a new 20-acre Civic Center featuring a new City Hall Building, 450-space parking structure, 14-acre park, a renovated and expanded Central Library. The new Civic Center is designed for both form and function, combining sustainable design with centralized offices and easy public access.

Newport Beach has a history of impressive fiscal strength with a consistently balanced budget, general fund reserves of \$80 million, and an investment portfolio exceeding \$170 million. For FY2013-14, the City has a total operating budget of \$219 million and a Capital Improvement Program of \$70 million. The City's top three revenue sources – property tax, sales tax, and transient occupancy tax – are all expected to increase in FY2013-14.

Potential candidates are encouraged to further explore the City online at www.newportbeachca.gov.

LIBRARY SERVICES DEPARTMENT

The Newport Beach Library Services Department is staffed by 37 full-time and 38 part-time employees. The City's Central Library and three branches are well-supported and highly valued community assets. The library system serves as the cultural, educational, and informational heart of the City, offering a diverse range of materials, information and special programs for every age group.

Library Services are 21st century in Newport Beach, providing the community with not only books, but also access to current technology, a variety of innovative and creative programs, and welcoming community gathering places. Current programs and events include everything from story time and craft activities to real-life reenactments of popular video games, from chef-taught cooking classes to musical events, and from movie viewings to art and memorabilia displays.

Newport Beach's Central Library was expanded and updated as part of the new Civic Center development and now encompasses over 70,000 square feet. It offers an expanded children's area with performance space, café, outdoor study area, iPads and laptops available for on-site borrowing, and a high-tech media center that includes both a media suite for high-quality video editing and graphic design, plus an industry-quality sound/recording room.





The Library Services Department experiences an annual circulation load of over 1.6 million and is visited by upwards of 1.1 million patrons each year. The Department's services and programs are supported by a FY2013-14 budget of \$6.8 million and are enhanced by the generosity of a broader loyal community. This extended community includes the Friends of the Library, a very active volunteer organization which runs the Friends Bookstore inside Central Library, with all Bookstore revenue directed at funding various library needs and projects.

In addition, the Newport Beach Public Library Foundation, one of the most successful 501(c)(3) nonprofit organizations in the country, was founded in 1989 as a collaborative public-private partnership with the City. Its efforts raise roughly \$1 million a year in generous financial support that uphold the Library's priorities and drive innovative community programs and services. Today, the Foundation sponsors a variety of programs including The Witte Lectures, a world class series that attracts high caliber speakers on a wide variety of subjects; Library Live, which brings authors, lectures, conversations and workshops to the Library; Making Memories for Children, designed to engage, educate and inspire children ages 5-12 through a series of different programs; and a book club and financial workshops. More information can be found at www.nbplfoundation.org.

The Director of Library Services provides staff support to two City Council-appointed bodies. The Board of Library Trustees, consisting of five members, is responsible for reviewing the Department's annual budget, assessing needs and resource acquisitions, accepting donations, considering contractual relationships and approving the appointment of the Director. A seven member body, the City Arts Commission is charged with stimulating the enjoyment of the arts and enhancing opportunities to partake in cultural activities.

Given the incomparable quality of services, resources, and programs, it's no surprise that Newport Beach Libraries are the second most popular destinations in the City, second only to the community's popular beaches!

THE IDEAL CANDIDATE

The City of Newport Beach is interested in attracting a sophisticated and visionary professional who has the demonstrated capacity to maintain the City's current state ranking and the proven ability to build the organizational momentum necessary to remain a leader in the profession. The ideal candidate will be a progressive thinker who is open to new ideas and stays current on best practices and emerging trends in library services and cultural arts arenas, but still takes pleasure in reading a good book. Further, he/she will be knowledgeable regarding contemporary uses of technology in the industry and be committed to staying abreast of digital age advancements appropriate for Newport Beach.

A versatile manager who is a key member of the City Manager's Executive Team, the ideal candidate will exhibit an agile style that enables him/her to interact with and respond adeptly to staff, community leaders, volunteers, business representatives as well as generous donors. He/she will be a passionate and credible advocate for his/her department's valued programs and services, and the future direction of the City's libraries and cultural arts activities. The individual selected will also display the finesse necessary to strategically anticipate and balance the interests of a broad and diverse range of stakeholders.

The ideal candidate will be a superior communicator with outstanding interpersonal skills who enjoys interacting with internal as well as external customers while serving as the Library's key ambassador. He/she will be comfortable participating in a wide variety of events that define the admirable culture of a community devoted to preserving its treasured assets. The candidate's history of fostering and maintaining mutually beneficial partnerships will be carefully evaluated.

He/she will be a highly effective manager of people supported by a history of setting very clear expectations and holding staff accountable to those expectations. In addition, the individual selected will be a proven mentor with the demonstrated ability to inspire, develop and grow staff and have a history of taking a genuine interest in the accomplishments and advancement of subordinates. The ability to sincerely convey contagious enthusiasm for reading and cultural arts and activities is highly desirable.

The candidate selected will be expected to have excellent critical thinking skills and a track record of designing and identifying creative alternatives to large-scale challenges and opportunities in the best interest of a community.





The ideal candidate will have seven years of increasingly responsible professional level public library experience, which includes a minimum of three years serving in a managerial capacity. He/she will have current or previous responsibility for the administrative aspects of library management that includes extensive exposure to budget development and sound financial management. Experience working with elected and appointed officials is strongly preferred. California experience is not required, however, experience in a comparable library system will be considered favorably. Familiarity with California open meeting laws is also desirable. A Bachelor's degree in library science, public administration or related discipline and a Master's degree in Library Science are required.

COMPENSATION

The current annual salary range for the Library Services Director is \$134,472 - \$201,697. Salary is supplemented by an attractive benefits package that includes, but is not limited to:

- **Retirement** – CalPERS 2%@60 for existing CalPERS members or reciprocal members with less than a six-month break in service; 2%@62 for new miscellaneous CalPERS members (currently, a 9.45% employee contribution is required for all miscellaneous formulas);
- **Cafeteria Plan** – A \$1,464 monthly allowance to purchase medical, dental, vision and additional life insurance with available provision to opt out and receive \$600 taxable cash.
- **Auto Allowance** – \$400/month
- **Executive Physical** – up to \$750 for an annual physical
- **Life Insurance** – City-paid \$50,000 coverage
- **Flex Leave** – 228 annual hours (8.77hours accrued per pay period)
- **Administrative Leave** – 80 hours per year
- **Holidays** – 13 per year (includes one Floating Holiday)
- **Retiree Health Savings Plan (RHS)** – required 1% employee contribution and City contribution based on vesting requirements

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, October 27, 2013**. To be considered for this opportunity, upload cover letter, resume and a list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.



Teri Black-Brann • 310.377.2612
 Carolyn Seeley • 949.487.7606
 TERI BLACK & COMPANY, LLC
www.tbcrecruiting.com



Following the October 27th 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 participate in panel interviews in Newport Beach in November. The City anticipates making an appointment in December, following the completion of additional interviews and selection activities, extensive background and reference checks, and compensation and transition negotiations. Please note that consultants will coordinate closely with selected candidate in contacting references at the end of the process.

