

CITY OF

San Rafael



Job Announcement for

Library Director

www.cityofsanrafael.org



LIBRARY SERVICES:

Population Served:	58,000
Facilities:	2
Operating Budget:	\$2,704,111
Visitors:	326,762
Items Loaned:	435,661
Budgeted Positions:	27
Inventory:	
Print Books	126,954
eBooks	14,532
Audio Materials	6,117
eAudio Materials	7,738
Video Materials	3,891
Circulation per capita:	7.5
Reference Questions:	88,211



San Rafael is Marin County's central city, serves as the county seat and is the County's premier economic, financial, cultural and service center. San Rafael is a vibrant city of 58,000 in an incomparably beautiful natural setting. San Rafael lies midway between San Francisco and California's famous wine country and makes a central base for taking day trips to scenic locations such as the Napa/Sonoma wine country, Point Reyes National Seashore and Muir Woods.

San Rafael has a varied economy fueled by high tech, entertainment, financial, service oriented and industrial businesses. The City is home to major employers such as Autodesk and offers residents and visitors alike an array of regional retailers in addition to unique local shops. San Rafael is one of the most ethnically and culturally diverse cities in Marin County. Education and income levels are high. The City has two public school districts and is home to Dominican University, a private liberal arts college, offering undergraduate and graduate degree programs.

The Organization

As the oldest city in Marin, San Rafael was incorporated in 1874 and became a charter city in 1913. It has a City Council/City Manager form of government with an elected Mayor and four elected City Council Members. The mission of the City is to enhance the quality of life and to provide for a safe, healthy, prosperous and livable environment in partnership with the community. The City's vision is to be a vibrant economic and cultural center reflective of its diversity, to sustain the beautiful natural environment through informed and active residents and to be a responsive, innovative local government.

The City has a staff of 387 employees and the annual budget for Fiscal Year 2011-2012 is \$82.4 million. The City's eight departments work together to meet the community's needs.

About the Library

The City's flagship downtown location is a beautiful 1908 Carnegie library located in San Rafael's cultural corridor. The newer Pickleweed Library serves the multicultural Canal neighborhood with emphasis on Spanish-language services. Both libraries offer a diverse, multilingual staff with programs, collections, and services to meet the needs of San Rafael residents of all ages.

The Library is fortunate to have strong community support. In 2010, voters passed a seven-year parcel tax (Measure C) to help fund the purchase of materials and a variety of operational needs, including keeping the downtown library open seven days a week. The library also enjoys strong support from three local groups - the Library Board of Trustees, the Friends of the Library, and the San Rafael Public Library Foundation, which is in the early stages of a capital campaign to build a new downtown Library. The Library also works in collaboration with other agencies including MARINet (including all other Marin public libraries and the Dominican University Library) and the Marin Literacy Program

CHALLENGES & OPPORTUNITIES

- Encourage and support staff to develop new and innovative programs to serve the increasingly diverse residents of the City.
- Utilize information technology to expand digital offerings and enhance operational efficiency.
- Collaborate with community groups in their efforts to support the library and a potential capital campaign to redesign the downtown library facility.

MINIMUM QUALIFICATIONS

Any combination of experience and education that would likely provide the required knowledge and abilities to be successful as the City's Library Director.

A typical way to obtain the knowledge and abilities would be: completion of a Master's Degree in Library Science and seven (7) years of experience in municipal libraries including at least two years in a supervisory capacity.



THE POSITION

This position is part of the executive management team for the City of San Rafael. The incumbent administers and manages all aspects of service, including collection development, technical services, coordination of services for children and teens, branch library operations and information technology.

THE IDEAL CANDIDATE

- Demonstrates outstanding management skills including budget and personnel management.
- Excels in developing, leading, and motivating staff.
- Has a track record in implementing appropriate leading edge technologies.
- Is knowledgeable about current trends and best practices in libraries.
- Is able to work collaboratively and harmoniously with library staff and other key stakeholders.
- Is comfortable interacting with potential donors with the goal of facilitating fundraising for library projects.
- Is willing and able to be an effective, visible library spokesperson in the community.
- Is adept at efforts to promote usage, reduce costs and realize operational efficiency.
- Possesses public relation skills to garner publicity and support for the library.
- Is able to develop and communicate a shared vision of library services.
- Uses effective communication skills to enhance and encourage open dialogue when working with individuals, small groups, or large gatherings.
- Is active in professional organizations.

COMPENSATION & BENEFITS

The current salary range for the Library Director is \$8,754 to \$10,641 per month with an additional 3% that can be taken as salary or contributed to a 457 Plan. The City offers an excellent benefits package including the following:

- ◆ **Retirement** - 2%@55 through the Marin County Employees' Retirement Association. Employee pays the employee portion of the contribution. Reciprocity with CalPERS is available. The City does not participate in Social Security.
- ◆ **Vacation and Sick Leave** - Vacation leave accrual is incremental ranging from 15-25 days annually. 12 days of Sick Leave per year.
- ◆ **Holidays** - 11 designated and two floating holidays per year.
- ◆ **Administrative Leave** - Employee receives 7-10 days per calendar year.
- ◆ **Cafeteria Plan** - A monthly flex dollar allowance up to \$1,402.07 to purchase medical and other benefits under the City's Full Flex Cafeteria Plan. The Flex dollar allowance increases by up to 3% each year.
- ◆ **Vision Plan** - Additional flex dollar allowance is available to fund a basic "employee plus dependent" vision plan.
- ◆ **Dental Insurance** - 100% coverage for diagnostic and preventive care up to the maximum benefit per eligible enrollee of \$1,500 per calendar year.
- ◆ **Automobile Allowance** - \$350 per month.
- ◆ **Life Insurance** - Basic coverage equal to 2x the employee's annual base salary up to \$150,000.
- ◆ **Long Term Disability** - Premium fully paid for a long term disability plan that pays 2/3 salary to a maximum of \$7,500 per month for eligible injuries/illnesses.
- ◆ **125 Plan** - Employee may elect pre-tax deductions for medical expenses and/or dependent care costs.
- ◆ **Employee Assistance Program** - Up to 8 visits per year per incident.

THE PROCESS

To be considered for this exciting career opportunity, please complete a job application by visiting our website at www.cityofsanrafael.org/jobs.

Please attach the cover letter and resume as a PDF file to your on-line application. The cover letter should be addressed to Anil Comelo, Human Resources Director.

For general questions, please contact Human Resources at human.resources@cityofsanrafael.org. for more information, please visit www.cityofsanrafael.org

The final filing date is Friday, March 2, 2012

The anticipated schedule for the remainder of the process:

Oral Board:	Tuesday, March 27, 2012
City Manager Interviews:	Tuesday, April 10, 2012

