



THE SAN FRANCISCO PUBLIC LIBRARY
*is seeking a creative, community-oriented
library professional to serve as the*
CHIEF OF MAIN



ABOUT THE CITY

SAN FRANCISCO is one of the most desirable cities in the world. A city of breathtaking, natural beauty, with a dynamic technology sector and booming economy, it is also one of the top literary cities in the country. Exquisitely restored Victorians and modern high-rises crest its seven major hills, and an abundance of museums and performing arts venues, including nationally and internationally acclaimed opera, jazz, theater, and ballet companies, all contribute to the cultural vitality of the city.

Built on a 49 square mile peninsula, residents and visitors to the city enjoy bay vistas, proximity to the Pacific Ocean and the wine countries of Napa and Sonoma. San Francisco is also home to the World Series champion San Francisco Giants, and is located in close proximity to home games of the San Francisco 49ers and the Golden State Warriors.

A unique destination for residents, commuters, and visitors alike, neighborhoods in San Francisco are distinct and diverse in character. From the largest Chinatown outside of Asia, to Pacific Heights, with its sweeping views of the Golden Gate, to the rapidly changing neighborhoods in the southern part of the city, including South of Market and Mission Bay, each part of the city features appealing and welcoming architecture, open space, parks, shopping, and more.



ABOUT THE LIBRARY

THE SAN FRANCISCO PUBLIC LIBRARY is one of the premier urban public libraries in the country, and a leader in creating visionary policies and innovative programs that promote literacy and learning, digital inclusion, social justice, and healthy communities. It embraces its role as the most democratic of institutions, providing safe and welcoming facilities for all members of the community.

The library system includes the beautiful Main Library and 27 branch libraries that serve all the neighborhoods of the city. San Francisco Public Library recently completed the largest capital program in the organization's history, renovating 16 neighborhood libraries and building 8 new facilities. Through the Library Preservation Fund, the Library enjoys sustainable, robust support from the residents of the City and County of San Francisco. With a collection of more than 3.5 million items, and circulation exceeding 10 million each year, the Library serves nearly 7 million visitors annually. The Library also enjoys a strong partnership with the Friends of the San Francisco Public Library and services are greatly enhanced by their generous support.

Opened in April of 1996 as a show piece of Beaux-Arts architecture in the Civic Center, the Main Library is celebrating its 20th anniversary this spring and has recently undergone significant improvements to open The Mix at SFPL, a youth-designed digital media lab for teens featuring an audio studio, a video production studio, makerspace, study areas, and performance space. The Bridge, at Main is the new literacy and learning center, which includes one-on-one adult literacy tutoring, a Veterans Resource Center, family literacy workshops, and resources for individuals with learning differences, job seekers and more. The Main Library also houses a number of specialized collections including the San Francisco History Center, Book Arts & Special Collections Center, the Hormel Gay and Lesbian collection, and the Wallace Stegner Environmental collection. The Library is committed to serving all users and provides services to meet the needs of Library users who are blind and visually impaired or hearing-impaired through the Library for the Blind & Print Disabled and the Deaf Services Center.



CHIEF OF MAIN

THE CHIEF OF MAIN (COM) is an integral member of the San Francisco Public Library's executive leadership. Under general direction from the City Librarian and the Deputy City Librarian, the COM works collaboratively to contribute to the planning, organization, and overall administration of the Library system, including execution of the Library's 5-Year Strategic Plan and implementation of policies, services, and innovations.

The COM is responsible for oversight and management of all aspects of the Main Library's public-facing operations. The Main Library is a 376,000 square-foot building in the heart of the Tenderloin neighborhood that is open 7 days for 60 hours per week and has a collection of nearly 2 million books, media, bound periodicals, government documents, and sheet music; 190 FTE employees; a \$16.85M operating budget; and a materials budget of \$2M. Main Library staff fields 1 million questions, circulates 2.5 million items, and serves nearly 2.2 million users each year.

The Chief is responsible for: planning, preparing, and monitoring the budget; planning, assigning, and directing the work of all public-facing Main Library managers; reference and materials paging activities; circulation; system-wide text/chat service and the Telephone Information Program; specialized resource centers for unique audiences (including the African American Center, the Chinese Center, the Children's Center and the Filipino American Center); and purchasing equipment and supplies for the Main Library. The COM develops new programs and services, evaluates and reports on the status and effectiveness of all Main Library services, and manages the collection and analysis of statistical information regarding public use of the Main Library. In addition, the COM coordinates regularly with other divisions of the Library and with City agencies to manage important system-wide programs such as the Public Safety Plan, a nationally- and internationally-recognized model partnership with the San Francisco Department of Public Health and the San Francisco Police Department which supports the social service team that helps library users in need.

As a leading urban library, the San Francisco Public Library is committed to the pursuit of excellence in delivering the highest level of public library service to residents of the City and County of San Francisco. The next Chief of the Main Library will be charged with development of library services to advance SFPL's Strategic Priorities: Literacy & Learning; Youth Engagement; Partnerships for Excellence; Organizational Excellence; Digital Strategy.



IDEAL CANDIDATE

A STRONG LEADERSHIP and management portfolio is required to successfully contribute to the City Librarian's Executive Team to achieve the Library's Strategic Priorities. The ideal candidate's skillset would include a combination of the following:

- Excellent management skills and leadership ability in consensus/team building
- Varied in-depth experience in library operations
- Keen political acumen
- Strong analytical skills in evaluating library services
- Collaborative approach to working with internal and external stakeholders in a highly diverse community
- Comfort with technology and operating in a fast-paced environment
- Current knowledge of public library trends and forward-thinking vision for library services
- Proven ability to interact skillfully and tactfully with people at all levels of the organization, government agencies, and business representatives
- Passion for public service and delivering exemplary customer service
- Ability to develop staff that is engaged and focused on achieving organizational goals
- Recognition of challenges as opportunities for improvement and positive change
- High level communication skills with ability to engage the public through effective presentations
- Commitment to honoring staff and team members' contributions
- Passion for the role of the public library, able to advocate and articulate the Library's mission

MINIMUM QUALIFICATIONS

1. Possession of a Master's Degree in library and information studies (MLS / MLIS) from a college or university program accredited by the American Library Association.
2. Six (6) years of professional experience in an urban library with at least two years of experience at a senior management level.

COMPENSATION AND BENEFITS

The annual salary range for the position is \$110,188.00 – \$140,608.00 for Range A. Appointment with a starting salary above Range A within Range B may be considered based on the qualifications of the successful candidate. A general wage increase of between 2.25% – 3.25% will take effect July 1, 2016, dependent upon change in CPI-U from February 2015 to February 2016. The City offers flexible benefit plans with pre-tax elections that include: health and dental insurance; retirement plan; deferred compensation plan; social security; long-term disability plan; life insurance; paid management training program; 11 paid holidays per year; 5 floating holidays; 10 to 20 vacation days per year depending on years of service; and 5 days of paid executive leave per year.

APPLICATION AND SELECTION PROCESS

Interested individuals should submit a letter of interest with current salary, resume and three work related references (electronically preferred) to:

San Francisco Public Library
Human Resources Department – Attention: Vivian Yeung
100 Larkin Street
San Francisco, California 94102
Vivian.Yeung@sfpl.org
Tel: (415) 557-4581

This position will remain open until filled.

Applications will be screened in relation to the criteria outlined in this brochure. Candidates with relevant qualifications will be invited for preliminary interviews. Candidates deemed most qualified will be submitted to the City Librarian. A final interview process will then be scheduled for selected candidates.

All applicants considered for employment are required to provide verification of authorization to work in the United States.

All employees hired on or after January 10, 2009 will be required (pursuant to San Francisco Charter Section A8.432) to contribute 2% of pre-tax compensation to fund retiree healthcare. In addition, employees are required to make a member contribution towards retirement, typically 11.5% of compensation.

The City and County of San Francisco is a non-discriminating Equal Opportunity Employer.