



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



San Francisco Public Library

ABOUT THE CITY

SAN FRANCISCO, a city of natural beauty, with a vibrant and growing technology industry and booming economy, is also one of the top-ranking literary cities in the country. Healthy and well-funded libraries, strong independent bookstores, and a literate population all contribute to the cultural vitality of the city.

Built on a 49 square mile peninsula, residents and visitors to the city enjoy proximity to ocean and bay vistas, and an abundance of museums and performing arts venues, including nationally and internationally acclaimed opera, jazz, theater and ballet companies. San Francisco is also home to the World Series baseball champions, the San Francisco Giants, and is located in close proximity to home games of the San Francisco 49ers (football) team and the Golden State Warriors (basketball).

San Francisco is a unique and desirable destination for residents, commuters and visitors alike. Neighborhoods in San Francisco are distinct, unique and diverse in character. From Pacific Heights, with its sweeping views of the Golden Gate, to the rapidly changing neighborhoods in the southern part of the city, including new housing and development in the Bayview, Mission Bay and Visitacion Valley neighborhoods, each part of the city features unique, 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 reading, literacy, education, social equity, partnerships and healthy communities. It is the most democratic of institutions, providing safe and welcoming facilities for all members of the community.

The library system includes the beautiful Main Library, a show piece in the Civic Center, and 27 branch libraries that serve all the neighborhoods of the city. The Library recently completed a renewal of the branch library system, renovating 16 neighborhood libraries and building 8 new facilities, resulting in a resurgence of use and demand, technology innovation and community support. With a collection of more than 3.5 million items, the Library system serves nearly 7 million visitors annually, and circulates close to 11 million items each year.



Among the innovative new initiatives, the Library recently opened The Bridge, a new literacy and learning center at the Main Library, which includes one-on-one literacy tutoring, resources for veterans, and computer training and instruction. In collaboration with a network of city agencies and community organizations, the center offers family literacy workshops, learning differences resources, resources for job seekers and more.

Currently under construction, a new youth-designed digital media and teen learning center, The Mix at SFPL, will open in the spring of 2015. The Mix will include an audio studio, a video production studio, a makerspace, study areas and more, in addition to traditional books and materials.

The Library prides itself on reaching out to connect with the diverse population of San Francisco through its outreach, public programming and partnerships. Youth engagement, forward thinking digital strategy, and learning and literacy are also among the visionary priorities.

The Library looks forward to welcoming the American Library Association Annual Conference to San Francisco in June 2015.

CHIEF OF BRANCHES

THE CHIEF OF BRANCHES is an administrative level leadership position and a key member of the San Francisco Public Library's Executive Team. Reporting directly to the Deputy City Librarian, the Chief of Branches works collaboratively with the City Librarian and other Division Chiefs to contribute to the planning, organization and overall administration of the Library system, including implementation of policies, services and innovations. The position provides direct oversight and management of the Branch Library Division, which is comprised of twenty seven libraries, the Library's Mobile Outreach Services Department and Delivery Services.

Essential functions of the position include: direct supervision of four Senior Managers and oversight of branch library personnel assignments, approximately 240 FTE, for the Division; development of services that respond to the rapidly evolving needs of the diverse communities of San Francisco; program analysis and evaluation; presentations on the activities and programs of the Branch Division; written communication through memos, reports, publications and other documents; development of policy recommendations and implementation of library policies and procedures; preparation and management of the division's operating budget; performing other job related duties.



MEETING COMMUNITY NEEDS • San Francisco is a diverse and ever-changing community, made up of distinct neighborhoods with very specific needs. The Chief of Branches must be community-oriented and active; make connections and build coalitions with the diverse organizations and constituencies that make the San Francisco landscape so unique. The Chief of Branches serves as the Library's liaison to the Council of Neighborhood Libraries, a group of advocates who act as the conduit for dialogue among and between Branch Libraries, San Francisco neighborhoods, and library and city decision-makers.

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 Branches will be charged with development of library services to advance SFPL's Strategic Priorities: Literacy and Learning, Youth Engagement, Partnerships for Excellence, Organizational Excellence, and SFPL's Digital Strategy.



IDEAL CANDIDATE

EDUCATION AND EXPERIENCE:

1. Possession of a Masters Degree in Library and Information Studies (MLS/MLIS) from a college or university accredited by the American Library Association.
2. Six years of professional experience in a large urban library; two years of the required experience must include high-level managerial experience.

IDEAL CANDIDATES will be creative and innovative leaders who can tailor library programs and services to meet the needs of a very diverse community. Successful candidates will bring a focus on community involvement and coalition building, and are proactive in making connections with stakeholder organizations and groups. The ideal candidate is a big picture thinker with outstanding leadership and management skills who will bring new and fresh ideas to a dynamic organization. Excellent communication, public speaking and presentation skills are essential.

In addition to the qualifications described above, the following are desired characteristics of an ideal candidate:

- Excellent management and leadership skills
- Critical thinker with strong analytical skills in evaluating library services
- Comfortable with technology and operating in a fast-paced environment
- Demonstrates outstanding political acumen engaging with community leaders
- Works collaboratively with internal and external stakeholders in a highly diverse community
- Highly attuned to current trends and future needs of the Library
- Accessible; willingness to engage people at all levels of the organization
- Focused on achieving consensus/team building
- Ability to create and maintain a highly engaged staff
- Embraces challenges as opportunities for improvement and positive change
- Values individual and collective staff contributions
- Supports and facilitates ongoing professional development
- Skilled communicator able to articulate Library's mission
- Passionate for the role of libraries to foster community

COMPENSATION AND BENEFITS

THE ANNUAL SALARY RANGE for the position is \$106,756-\$136,266. Appointment within the range will be based on the successful candidate's qualifications. 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; 8 floating holidays; 10 to 20 vacation days per year depending on years of service; may earn up to 100 hours of paid administrative 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: Jamie Shih
100 Larkin Street
San Francisco, California 94102
jamie.shih@sfpl.org
Tel: (415) 557-4582

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 given 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. (See sfdhr.org/index.aspx?page+20#identification for more information.)

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, most employees are required to make a member contribution towards retirement, typically 7.5% of compensation.

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