



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 livable cities in America. Built on a 49 square-mile peninsula, its unique terrain is bordered on three sides by the ocean and the bay. Exquisitely restored Victorians and modern high-rises crest its seven major hills, and diverse lifestyles flourish side by side.

With a total population of more than 7.1 million people and an annual economy of some \$535 billion, the Bay Area, if it were an independent country, would rank as the world's 19th-largest economy. The region is expected to gain nearly 400,000 jobs in the next decade.

The San Francisco Bay Area is home to well-educated residents. Two-thirds of Bay Area residents have education and training beyond high school, and well above 40 percent have graduated from college and beyond. A full 19 percent of city residents hold graduate degrees, topping the rankings of major cities in the United States. More than 35 colleges and universities which include Stanford University, the Universities of California at Berkeley and San Francisco, San Francisco State, the University of San Francisco, and numerous local community colleges comprise the Bay Area's world-class educational and research facilities.

The National Research Council (NCR) rates UC Berkeley and Stanford University as the two top-ranked graduate schools in the country.



ABOUT THE LIBRARY

THE SAN FRANCISCO PUBLIC LIBRARY system includes the beautiful Main Library, a 375,000 square foot state-of-the-art facility, 27 library branches located in every city neighborhood, and a mobile bookmobile unit providing outreach services to youth and seniors. The Library, with a collection of over 3 million items, serves more than 7 million visitors to its libraries and circulates nearly 11 million items each year. Recently, the Library has been engaged in the largest capital improvement program in its history, renovating 16 neighborhood libraries and building 8 new facilities. Coupled with resurgence in use and demand, technology innovation and community support, the library is positioned as one of the premier urban libraries in the nation. In 2010, the Library received recognition as a top innovator by the Urban Libraries Council and the Mayor's office for community service for its Green Stacks environmental initiative. In 2012, San Francisco's City Librarian was named national Library of the Year by *Library Journal* magazine.

The Main Library provides the major public library research collections for Northern California and has a number of specialized collections including San Francisco history, the Hormel Gay and Lesbian collection, and the Wallace Stegner Environmental collection. The branch collections reflect the demographic diversity of the neighborhoods served with special emphasis on children and youth interests, and international languages. Materials are provided in a variety of formats including a growing emphasis on digital services and e-resources. In addition to outstanding collections, service innovation through evolving technology and expert staff is a key priority for the Library.

The Library offers a wide variety of exhibits and programming for all ages. The Library is committed to serving all users and provides services to meet the needs of Library users who are blind and visually impaired, hearing-impaired, learning disabled, and new readers. The Library is dedicated to customer service initiatives and is committed to providing services that are convenient and easily accessible. The Library enjoys a strong partnership with the Friends of the San Francisco Public Library and services are enhanced by their generous support. The San Francisco community is an engaged community and provides a high level of support, both financial and political, for the Library.



CHIEF OF MAIN

THE CHIEF OF MAIN (COM) is an integral part of the San Francisco Public Library Executive Team and under the general direction from the City Librarian and Deputy City Librarian provides oversight and management of the Main Library, a Division of the San Francisco Public Library. The COM is responsible for all aspects of operation for the Main Library, a 376,000 square-foot building with a collection of items over 1,982,468 books, cassettes, CDs, VHS, DVDs, government documents, bound periodicals, sheet music, and LPs, 190 FTE employees, a \$16.86 million operating budget and a \$1.9 million book materials budget. The COM directs the day-to-day management and has responsibility for all Main Library services that are open 7 days/week, 60 hours/week. Main Library staff answers 1 million questions, circulate 2.5 million items, and serve nearly 2.2 million users each year.



The Chief is responsible for the following: Planning, preparing, and monitoring budget; purchasing all equipment and supplies for the Main Library; planning, assigning and directing the work of all public service Library managers and supervisors at the Main Library facility, reference and materials paging activities, circulation, and the system-wide Telephone Information Program and specialized resource centers for unique audiences, including the San Francisco History Center, the Hormel Gay and Lesbian Center, the International Center, the Wallace Stegner Environmental Center, the African American Center, the Fisher Children's Center; a new Teen Center Digital Media Learning Lab; the Library for The Blind and Print Disabled, Deaf Services, and Project Read (literacy). The COM develops new programs and services, evaluates and reports on the status and effectiveness of all Main Library services, 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 city agencies to manage important system-wide programs such as the Public Safety Plan (a partnership with the Department of Human Services and San Francisco Police Department, providing social services to library users in need and the general public). As part of the Executive Team, the COM plays a key role in the development and implementation of policies and procedures inclusive of the entire Library system. Performs other job related duties as required.

IDEAL CANDIDATE

A STRONG LEADERSHIP and management portfolio is required to successfully contribute to the City Librarian's Executive Team to achieve these goals. The ideal candidate should possess the following education and experience. The desired skills would include a combination of the following:

- Excellent management and leadership skills
- Demonstrates sophisticated political acumen
- Work well as a member of the Library's Senior Executive Team
- Proven knowledge of current Library trends and future needs of Libraries
- Proven ability to interact skillfully and tactfully with people at all levels of the organization, government agencies and Business representatives
- Proven skills in consensus/team building
- Passionate for public service and customer service
- Ability to develop and maintain staff that is engaged and goal focused
- Recognize challenges as opportunities for improvement and positive change
- Proven ability to interact and engage the public
- Recognize and acknowledge staff's and individuals contributions and talents

MINIMUM QUALIFICATIONS:

1. Possession of a Master's Degree in Library and Information Studies (MLS/MLIS) from a college or university accredited by the American Library Association; And
2. Six (6) years of professional experience in a urban library; three (3) years of the required experience must include managerial experience.



COMPENSATION AND BENEFITS

SALARY RANGE for the position is \$100,698 - \$148,798. Appointment within the range will be based on the qualifications of the successful candidate. The City offers flexible benefit plans with pre-tax elections which 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 hour 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: COMResumes@sfppl.org

MAILING ADDRESS:

Donna Marion
Library Human Resources Director
COM Recruitment, San Francisco Public Library
100 Larkin Street, 2nd Floor
San Francisco, CA 94102
Tel: (415) 557-4587; Fax: (415) 557-4583

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 a 7.5% of compensation.

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