



THE SAN FRANCISCO PUBLIC LIBRARY

CHIEF OPERATING OFFICER



San Francisco Public Library

sfpl.org

We INVITE YOU to consider joining an executive team leading one of the premier urban libraries in the nation. If you are a creative, team-oriented professional and passionate about advancing library services for the public, the San Francisco Public Library offers you an exciting opportunity.

ABOUT THE CITY

San Francisco, the 4th most populous city in California, is the cultural, commercial, and financial center of Northern California. With 884,363 residents, it covers 49 square miles at the north end of a peninsula bordered by the Pacific Ocean and the San Francisco Bay. A popular tourist destination, the city is known for its eclectic mix of architecture, and unique landmarks, including the Golden Gate Bridge. It is also the headquarters of major U.S. technology companies and financial institutions, and the home to multiple educational and cultural institutions.



ABOUT THE POSITION

The Chief Operating Officer (COO) works collaboratively with the City Librarian to lead the Library's executive leadership team in planning, evaluating, and directing the operations of major activities and functions of the Library. The focus of this position will be comprehensive planning and fiscal oversight of the organization's major support divisions including: Finance, Facilities, Human Resources, Information Technology, and Research, Strategy & Analytics. The COO is responsible for approximately 175 FTE and a \$75 million budget, including a \$29 million capital budget. This position reports to the City Librarian and will function as the Library's second in command.

The successful candidate will have a track record in financial and fiscal management in the public sector; experience managing capital projects; possess outstanding planning and project management skills; strong presentation and public speaking skills; and the ability to foster a collaborative working environment and strategic vision that encourages innovative thinking to advance library services for the provision of excellent public service.

- Directs the development and implementation of the Library's capital and operational budgets; leads data-informed budget and expenditure decisions for the Library; oversees fiscal activities to ensure expenditures adhere to the approved budget; meets compliance requirements; ensures expenditures are fiscally prudent, and are in alignment with the Library's mission and strategic plan;
- Directs the development and implementation of timely division goals and strategic plans; manages the allocation of resources for optimal organizational performance;
- Performs a lead role in updating the Library's strategic plan and capital plans; and developing and maintaining a comprehensive technology plan and organizational hiring plan;
- Consults with the Mayor/Mayor's staff regarding the activities of the assigned functional areas and coordinates with other City departments in addressing service needs; may represent the Library before or provide information to commissions, boards, committees and representatives from federal, state and local agencies, organizations, and the media; serves as the department head in their absence;
- Oversees departmental participation in community benefit districts and centralized city service initiatives and/or multi-agency capital planning efforts;
- Provides analyses of legislative changes at various levels of government and coordinates local legislation with the Mayor and Board of Supervisors;
- Coordinates departmental audits, audit responses, and corrective action plans;
- Develops and implements policies, goals, and objectives, and ensures the enforcement of all applicable laws, ordinances, and regulations for the department; and
- Performs other job-related duties as assigned.

Examples of duties, responsibilities, and specific areas of oversight include, but are not limited to, the following:

- Oversees the organizational structure, policies and procedures, staff assignments, service levels, and administrative systems for the Library Support Divisions (Finance, Facilities, HR, IT, and Research, Strategy & Analytics) required to accomplish the Library's mission and objectives in an effective and efficient manner;
- Directs the identification and analysis of opportunities for service enhancements; coordinates change management and project management for assigned functional areas;

ABOUT THE LIBRARY

San Francisco Public Library (SFPL) is dedicated to providing free and equal access to information, knowledge, independent learning and the joys of reading for our diverse communities. The library system includes the architecturally significant Main Library in the city's Civic Center, 27 neighborhood branch libraries, a partnership library within SFMOMA, two administrative buildings and four bookmobiles. With a collection of more than 3.7 million items, and circulation exceeding 11 million each year, SFPL serves more than 6 million visitors annually. The library system has extraordinary political and fiscal support that mandates an annual funding allocation from the city's property tax revenues, resulting in a budget of \$160.6 million in FY19. With a strong budget, SFPL has approximately 900 employees committed to outstanding public service.

In 2018, SFPL was named the Gale/Library Journal Library of the Year. SFPL has also been recognized as a top innovator by the Urban Libraries Council in establishing forward thinking, progressive approaches to library service. The library embraces its role as the most democratic of institutions, providing safe and welcoming facilities for all. Through a robust array of services and programs, the library places an emphasis on literacy and learning, digital inclusion, social justice, equity and healthy communities.

SFPL recently completed a capital improvement program that renovated and built 24 of its neighborhood branches. Today it begins a new phase of capital improvements with plans to renovate additional branches. Coupled with a resurgence in use and demand, technology innovation and community support, the library is positioned as one of the premier urban libraries in the nation. For more information about SFPL, please visit <http://sfpl.org>.

MINIMUM QUALIFICATIONS

1. Possession of a Bachelor's degree from an accredited college or university, AND
2. Five (5) years of managerial experience of which all must include supervisory experience.

Substitution: May substitute up to 2 years of education for Bachelor of Art degree with additional years of experience.



DESIRABLE QUALIFICATIONS

1. Possession of a Master's degree from an accredited college or university in Public or Business Administration, Library and Information Studies (MLS/MLIS), or a closely related field.
2. Six (6) to eight (8) years of experience serving in financial and/or fiscal management; and managing capital projects and bond sales.
3. Knowledge and experience in management and public administration practices.
4. Familiar with principles and practices of budget planning/fiscal management.
5. Knowledge and background working in a large urban library.
6. Superior written and public speaking skills.
7. Ability to plan, direct, and evaluate the work of Division Chiefs and senior staff.
8. Ability to establish and maintain effective working relationships with library staff, commission, boards, elected officials, community organizations, other city departments, and library stakeholders.
9. Ability to independently set priorities, adapt and drive change initiatives, and successfully manage projects.





COMPENSATION AND BENEFITS

The annual salary range for the Chief Operating Officer position is \$149,916 to \$191,308. Appointment may be made above this range depending on the experience and qualifications of the successful candidate.

The City and County of San Francisco offers a comprehensive and competitive benefit package, including:

- Medical, Vision, Dental, and Life insurance; Long-term disability plan;
- Pension and Retiree Healthcare
- Deferred Compensation Program

- Paid Management Training Program
- 10 accrued vacation days per year upon hire; 15 days upon 5 years of service; 20 days upon 15 years of service;
- 13 accrued sick leave days; 11 legal holidays; 5 floating holidays; and 5 paid days for executive leave.

For more information on the City and County of San Francisco (CCSF) benefits, please visit the website at <https://sfdhr.org/benefits-overview> and Executive Benefit Summary (FY18-19) at <https://sfdhr.org/mea-miscellaneous-benefit-summary-fy18-19>.

APPLICATION AND SELECTION PROCESS

Interested individuals are encouraged to apply by **June 14, 2019** by submitting a letter of interest, resume and three (3) work related professional references via email to Vivian.Yeung@sfpl.org.

Only qualified candidates who most closely meet the needs of the SFPL will be invited to continue to the next steps of the selection process. Applicants may direct any questions regarding this recruitment or application process to Vivian.Yeung@sfpl.org or (415) 557-4581.

This position will remain open until filled.

The Chief Operating Officer position is an exempt appointment and excluded by the San Francisco Charter from the civil service system. The position shall serve (at will) at the discretion of the City Librarian.

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

The City and County of San Francisco is an Equal Opportunity Employer.
May 2019

