



THE SAN FRANCISCO PUBLIC LIBRARY

CHIEF OF COLLECTIONS & TECHNICAL SERVICES

We invite you to consider joining an executive team leading one of the premier urban libraries in the nation. If you are a creative, community-oriented library professional who is inspired to work with a talented, team-oriented and diverse workforce, the San Francisco Public Library offers an exciting opportunity for you.



San Francisco Public Library

sfpl.org

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 POSITION

THE CHIEF OF COLLECTIONS AND TECHNICAL SERVICES serves as an integral part of the San Francisco Public Library Executive Team. Under general direction from the City Librarian and Deputy City Librarian, the Chief is responsible for directing and implementing programs related to the purchasing, licensing, and management of Library Collections in all formats; preparing and administering an annual budget of \$22 million; expending an over \$14 million materials budget; cataloging print and electronic materials for the Library's online catalog; preparing materials for use by the public; and preserving historic items.

The position provides leadership and directs the operations of Collections and Technical Services which consists of 61 FTE and includes the functional areas of Acquisitions, Cataloging, Collection Development, Preservation and Processing.



ESSENTIAL FUNCTIONS OF THE POSITION

Formulating, monitoring and evaluating the implementation and effectiveness of policies, practices and procedures related to Collections and Technical Services operations; ensuring that expenditures, policies and procedures provide the best possible user experience and service excellence for San Francisco's diverse user base; fostering dialogue and feedback with other divisions and units of the Library, City departments, Library partners, and the public while building an understanding of the Collections and Technical Services Division; overseeing, planning and implementing systems and workflows relevant to collection development, acquisitions, cataloging, processing and preservation of library materials; and performing other job-related duties.

ABOUT THE LIBRARY

THE SAN FRANCISCO PUBLIC LIBRARY (SFPL) has been recognized as a top innovator by the Urban Libraries Council in establishing forward thinking, progressive approaches to library service. SFPL embraces its role as the most democratic of institutions, providing safe and welcoming facilities for all members of the community. 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.

The library system includes the Main Library, an anchor institution in the city's civic center, two administrative services buildings and twenty seven branch libraries that serve all neighborhoods throughout the city. With a collection of more than 3.5 million items, and circulation exceeding 10 million each year, the San Francisco Public Library serves over 6.5 million visitors annually. For more information visit sfpl.org.



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; AND
2. Four (4) years of verifiable managerial experience (which must include supervisory) in a large urban library.



IDEAL CANDIDATE

- Experience with technology conversion and modernization efforts to lead circulation and collections infrastructure improvements including the implementation of RFID technology.
- Passion for the role of the public library, able to advocate and articulate the Library's mission.
- Current knowledge of public library trends and forward-thinking vision for library services.
- Collaborative leadership style; creative problem-solver who can foster an environment of teamwork, respect and continuous improvement in library operations.
- Experience in designing and implementing new initiatives; ability to lead and engage staff to embrace change for positive organizational development.
- Excellent management skills and keen political acumen. Strong analytical ability for evaluating library services.
- Familiarity with library acquisitions operations and systems. Awareness of cataloging and metadata standards, trends, and authority control services.
- Awareness of book conservation and preservation procedures and practices.
- Knowledge of Innovative Interfaces, Inc., Sierra ILS system.
- Knowledge of the library vendor landscape for collections in all formats, with proficiency in eBook, eMedia and eLearning platforms.
- Effective communicator, both oral and written communications, with expertise in delivering presentations to internal and external stakeholders.
- Strong computing skills and experience creating, implementing and/or using budget management tools.
- Commitment to public service and delivering exemplary customer service.

COMPENSATION AND BENEFITS

The annual salary range for the position is \$117,078 - \$149,448 for Range A. Appointment with a starting salary above Range A within Range B (\$149,474 - \$173,030) may be considered based on the qualifications of the successful candidate.

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

- 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.
- Flex credit earnings, which can be spent on the premium contributions for a variety of pre-tax and post-tax benefit options such as your medical and dental plans, disability insurance, additional life insurance and long-term care insurance.
- Deferred Compensation Program (457 Plan)
- Pension and Retiree Healthcare

For more information on the City and County of San Francisco (CCSF) benefits, please visit the website at sfdhr.org/benefits-overview and Executive Benefit Summary (FY17-18) at sfdhr.org/MEA-Miscellaneous-Benefit-Summary-FY17-18.



APPLICATION AND SELECTION PROCESS

Interested individuals should submit a letter of interest, résumé and three (3) work related professional references via email to Vivian.Yeung@sfpl.org.

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.

You may direct any questions regarding this recruitment or application process to Vivian Yeung at (415) 557-4581 or via e-mail to Vivian.Yeung@sfpl.org.

Deadline to submit application: **December 15, 2017**. The position will remain open until filled.

This position is excluded by the San Francisco Charter from the competitive civil service examination process and shall serve (at will) at the discretion of the appointing officer.

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