The San Francisco Public Library is seeking a creative, community-oriented library professional to serve as the

Deputy City Librarian
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 500,000 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 46 percent have graduated from college and beyond. A full 22 percent of city residents hold graduate degrees, topping the rankings of major cities in the United States. More than 36 colleges and universities which include Stanford University, the Universities of California at Berkeley and San Francisco, San Francisco State University, 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 nearly 3 million items, serves more than 7 million visitors to its libraries and circulates nearly 11 million items each year. The Library is nearing completion of 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, 2011 and 2013, the Library received recognition as a top innovator by the Urban Libraries Council. In 2012, San Francisco’s City Librarian was named Librarian 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 is committed to serving all users and provides services to meet the needs of special populations such as new immigrants, the 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 to provide an excellent array of program and exhibitions. The San Francisco community is an engaged community and provides a high level of support, both financial and political, for the Library.
**Deputy City Librarian**

The San Francisco Public Library is seeking a dynamic, visionary and experienced library professional to serve as Deputy City Librarian. The position reports directly to the City Librarian and is a key member of the Library’s Executive Team. It is distinguished by its executive and administrative responsibility for assisting the City Librarian in planning, evaluating and directing the operations of the department such as the development and implementation of departmental policies and procedures related to all areas of Library operations. In addition to budget development and directly overseeing the public service divisions of the Library, the Deputy City Librarian is responsible for representing the Library externally to City agencies, policy makers and community organizations and serves as City Librarian in his absence.

The Deputy City Librarian will work as a collaborative partner with Luis Herrera, City Librarian and Library Journal’s 2012 Librarian of the Year, who has served as San Francisco City Librarian since 2005. Along with a strong executive leadership team, the City Librarian and Deputy City Librarian will focus on five strategic priorities that help make the Library a vital entity in the lives of all San Franciscans.

- **Literacy and Learning**—providing robust collections, resources, services, and programs that support reading, life-long learning, and 21st century learning and literacy skills.
- **Youth Engagement**—continuing the Library’s commitment of children and youth services through a myriad of programs and services including early literacy, summer reading, and student engagement in learning and digital media literacy.
- **Digital Strategy**—upgrading the Library’s technology infrastructure to ensure equitable access to public technology for digital inclusion.
- **Strategic Partnerships**—challenging conventional approaches to providing library services through creative and innovative partnerships that leverage resources, talent and technology.
- **Diversity in Programming**—promoting the Library as a key center for literary arts, community engagement, and life-long learning that celebrates the city’s rich diversity.

The Deputy City Librarian oversees several divisions including the Main, Branch and Collections and Technical Services. Through collaborative efforts, the Deputy City Librarian may develop and recommend new services and may implement changes in organization, methods and procedures for improved public services. The Deputy City Librarian participates in pro-active Labor/Management meetings and interacts with staff members at all levels on special projects, task forces and library operations.

As an integral member of the Library’s Executive Team, the Deputy City Librarian will be instrumental in leading and contributing innovative and creative initiatives towards realizing the Library’s vision as a premier urban library in the nation.
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:

- Ability to prioritize and organize activities for effective use of staff and other available resources.
- Ability to direct administration of a large budget in a complex organization while adhering to internal and external procedures.
- Ability to write and speak effectively to communicate internally and externally complex concepts.
- Ability to promote, establish and maintain effective working relationships with the public, staff, community organizations and vendors.
- Ability to prepare understandable, accurate and timely reports, records and other documents.
- Knowledge of different areas in library work such as circulation, cataloging, reference, children and adult services, electronic services, administration, etc.
- Ability to plan, direct and evaluate the work of senior Library personnel and other staff.
- Knowledge of technology trends and principles as they relate to library operations and practices from an administrative and planning perspective.
- Knowledge of management and business practices relevant to public administration.

Minimum Qualifications:

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; three years of the required experience must include high-level managerial experience.

SUBSTITUTION:
Additional qualifying work experience may be substituted for the required education on a year for year basis (30 semester/45 quarter units equals one year).

Compensation and Benefits

The annual salary range for the position is $126,334-$186,628. 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:

Brett Byers
The Hawkins Co.
8939 South Sepulveda Blvd., Ste. 110-216
Los Angeles, CA 90045
brett@thehawkinscompany.com
Tel: (323) 403-8279

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 sfhr.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.