



San Francisco Public Library

100 Larkin Street, San Francisco, CA 94102

MEMORANDUM

DATE: June 15, 2020

TO: San Francisco Library Commission

FROM: Michael Lambert, City Librarian

RE: Library Commission Secretary Recruitment

Introduction

The San Francisco Public Library (“SFPL or “Library”) needs to conduct a recruitment for the Library Commission Secretary Position.

Background

According to Library Commission Bylaws, Article V, Section 2, the Library Commission Secretary’s responsibilities include, but are not limited to:

- Attending all Commission meetings
- Recording and distributing of Commission actions, correspondence, agendas, and other duties as may be assigned by the Commission, including: research, assisting Committee chairs and officers, making recommendations on assigned projects, answering questions from the public about Commission activities and procedures, helping library staff prepare for presentations before the Commission, and representing the Commission at public and political gatherings, as appropriate
- Serving as the parliamentarian, maintaining a knowledge of adopted rules and procedures and also of the Commission's obligations under the laws and ordinances referenced in Article 1, Section 3 of Library Commission bylaws, or other regulations which may apply to how the Commission conducts business

Under Section 4.102(9) of the City Charter, the Commission has authority to “[a]ppoint an executive secretary to manage the affairs and operations of the board or commission.”

The Library last filled its Library Commission Secretary position in 2006/2007. The job announcement utilized for that recruitment is attached.

Library Commission Secretary Recruitment

To fill the Commission Secretary position, we plan to use the following process:

- Prepare a job description for the Library Commission Secretary position
- Review the scope of work and needs for the Library Commission Secretary position to ensure the appropriate job classification is used
- Prepare and post a job announcement advertising the position
- Receive and review applications for the position
- Conduct first-round interviews with qualified candidates; interviews may include one Commissioner as an interview panelist
- Hold a closed-session meeting for the Commission to interview the final candidate or candidates and take action to select a candidate for the position

Unlike the 2018/2019 recruitment process for City Librarian, the Library Commission Secretary recruitment is not an executive recruitment, and the appointment is made by the Commission rather than by the Mayor. We will not use an executive recruitment search firm, and there will be no need to issue a Request for Proposals or contract with a search firm, which adds considerable time to the recruitment process. These differences in the process will reduce the time necessary to complete the recruitment process.

Options for Conducting the Recruitment Process

Option One

The Library Commission delegates responsibility to SFPL Staff (the City Librarian and Library Human Resources staff) to conduct the recruitment process identified above and bring a qualified candidate or candidates back to the Commission for closed session interviews and appointment.

Option Two

The Library Commission delegates responsibility to SFPL Staff (the City Librarian and Library Human Resources staff) and designates a Library Commissioner to work with Staff to conduct the recruitment process identified above and bring a qualified candidate or candidates back to the Commission for closed session interviews and appointment.

Under either option, the Commission may request that Staff provide an update to the Commission at a future meeting during the process.

Requested Action

Approve one of the above options.

Attachment: 2006/2007 Class 1544 Job Announcement