

## **1544 Secretary, Library Commission**

The San Francisco Public Library, one of the nation's leading urban library systems, is seeking a highly motivated and energetic individual to serve as Library Commission Secretary. The Library is in the midst of a major building program and next year will work on its next strategic plan dealing with collections, services, technology and public service. The Library serves a diverse and engaged community through its beautiful Main Library and 27 branch libraries and offers an array of programs and services through its strong collections, exhibitions, resources and state-of-the-art information technology.

**APPOINTMENT TYPE:** Permanent Exempt, Full-time

**SALARY RANGE:** \$2,666 - \$3,241 Biweekly; \$69,316 - \$84,266 Annually

**LOCATION:** Main Library, City Librarian's Office

### **POSITION DESCRIPTION:**

Under the general administrative direction of the San Francisco Public Library Commission and the City Librarian, the Library Commission Secretary acts as liaison with the Commissioners to facilitate the flow of information needed to carry out their duties and responsibilities; performs research; provides information to the public, governmental officials and the press concerning policies and actions of the Commission and refers questions to the appropriate administrator; represents the Commission or City Librarian at public and community gatherings as directed; works collaboratively with the City Librarian and Senior Management staff on projects developed by the Library Commission and City Librarian, such as the Branch Library Improvement Program, one of the most ambitious capital improvement projects in the nation; acts as liaison between the Library Commission or the City Librarian and City Hall offices or other local government and community agencies; properly records, transcribes and distributes the minutes and supporting documents of all Library Commission meetings and hearings; develops and distributes agendas, correspondence, and other documentation pertinent to Commission meetings, hearings and actions; assists the President, committee chairs and other officers of the Library Commission in preparing for Commission presentations; serves as parliamentarian, maintaining a knowledge of adopted rules and procedures and also laws and ordinances referenced in the San Francisco Public Library Bylaws, or other regulations which may apply relating to the conduct of Commission business; acts as Custodian of Records for the Department and coordinates the Public Records Requests process; provides office support in the City Librarian's Office, as needed; performs other job related duties as directed by the Commission and the City Librarian.

### **MINIMUM QUALIFICATIONS:**

1. Possession of a baccalaureate degree from a four-year college or university, with major coursework in public, personnel or business administration or a closely related field, AND
2. Six years of progressively responsible administrative and office management experience, including two years of responsible supervisory experience; or an equivalent combination of training and experience.

### **DESIRABLE KNOWLEDGE AND SKILLS:**

- ◆ Knowledge of Robert's Rules of Order, Brown Act, Sunshine Ordinance

- ◆ Ability to communicate effectively, both written and verbal
- ◆ Proficiency in Microsoft Office
- ◆ Possess excellent office management skills
- ◆ Ability to exercise good judgment, tact and diplomacy when dealing with the public and other entities
- ◆ Displays a passion for working with a diverse community

**HOW TO APPLY:** Complete a City and County of San Francisco employment application and Conviction History form. Submit completed forms with a resume and cover letter expressing your interest in the position to the following address:

San Francisco Public Library

Human Resources Division

Attn: 1544 Secretary. Library Commission

100 Larkin Street, 2nd Floor

San Francisco, CA 94102-4733

Make copies of all documents submitted for your records. Documents received become the property of the City and County of San Francisco and cannot be returned.

**FILING DEADLINE:** Open Until Filled

**VERIFICATION OF EXPERIENCE:**

Verification of experience/education may be required at a later date. Failure to provide verification may result in disqualification from the selection process or termination.

**SELECTION PROCEDURE:**

Applicants will be screened for relevant qualifying experience. Additional screening mechanisms may be utilized in order to determine qualifications and verification of employment history and/or education and may be required at any time during the interview process or at any time in the future. Not all applicants who meet the minimum qualifications will be interviewed.

*Minorities, Women, and Persons with Disabilities are encouraged to Apply*

*We are an Equal Opportunity Employer*