



## *San Francisco Public Library*

100 Larkin Street, San Francisco, CA 94102

### **MEMORANDUM**

DATE: November 2, 2020  
TO: San Francisco Library Commission  
FROM: Michael Lambert, City Librarian  
RE: Library Commission Affairs Analyst Recruitment Update

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#### **Introduction**

The San Francisco Public Library (“SFPL or “Library”) is conducting a recruitment to fill the recently vacated Library Commission Secretary position. At the June 18, 2020 Library Commission meeting, the Library Commission delegated responsibility to SFPL Staff (the City Librarian and Library Human Resources staff) and designated a Library Commissioner, Commissioner Teresa Ono, to work with Staff to conduct the recruitment process and bring a qualified candidate or candidates back to the Commission for closed session interviews and appointment.

At the June 18, 2020 Library Commission meeting, the following recruitment process was presented:

- 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

## **Recruitment Process to Date**

### Job Description Prepared

A job description was prepared that reflects the current scope of work and needs for the position. The job title and classification have been updated to match the scope of work and duties of the position. The position is now titled Library Commission Affairs Analyst and classified as an 1823 Senior Administrative Analyst.

### Job Announcement Posted

The Library Commission Affairs Analyst job announcement was prepared and posted on September 3, 2020 on JobAps, the job application system used by the City and County of San Francisco.

The job announcement also was posted on multiple university job pages, including: California Polytechnic State University-San Luis Obispo, California Polytechnic State University-Pomona, Mills College, Minerva Schools at KGI, Oral Roberts University, Point Loma Nazarene University, San Francisco State University, San Jose State University\*, Santa Clara University, Simmons University\*, Stanford University, Syracuse University\*, UC Berkeley, UC San Diego, University of Illinois at Urbana-Champaign\*, UC San Francisco, University of the Pacific (\*ALA accredited library school.)

The announcement was shared on SFPL social media sites (Twitter, LinkedIn, Facebook) as well as the SFPL Careers page, and was sent to all Library staff via e-mail, notifying them of the job opportunity.

### Applications Received and Reviewed

Applications for the Library Commission Affairs Analyst position were received and reviewed from September 3, 2020 through September 24, 2020. Based on the minimum and desirable qualifications specified in the job announcement, applicants were chosen for first round interviews.

### First-Round interviews

Interviews for the Library Commission Affairs Analyst position were held on October 9, 2020 and October 16, 2020 via Zoom.

### Preparation for Second-Round Interviews of finalist(s) with the Library Commission

A closed-session meeting will be held on November 5, 2020 for the Library Commission to interview the final candidate(s).

### Attachments:

- Updated Job Description
- Library Commission Affairs Analyst Job Announcement