



San Francisco Public Library



The award-winning
San Francisco Public Library
is seeking a new
City Librarian

We invite your interest in the position of City Librarian. If you are a visionary and collaborative leader who is passionate about libraries and the future of library services, the San Francisco Public Library, one of the premier urban libraries in the nation, offers an exceptional opportunity for you.

San Francisco

San Francisco, the 4th most populous city in California, is the cultural, commercial, and financial center of Northern California. With 884,363 residents, it covers 49 square miles at the north end of a peninsula bordered by the Pacific Ocean and the San Francisco Bay. A popular tourist destination, the city is known for its eclectic mix of architecture, and unique landmarks, including the Golden Gate Bridge. It is also the headquarters of major U.S. technology companies and financial institutions, and the home to multiple educational and cultural institutions.

Governing Structure

San Francisco is the only combined city and county in California. Its governing powers are vested in an eleven-member Board of Supervisors elected by district, with each serving a four-year term. The Mayor, as chief executive of the city, is elected by the voters for a four-year term. Mayor London Breed was elected in 2018 as San Francisco's 45th Mayor.

The Library Commission

The San Francisco Public Library Commission is a seven-member commission appointed by the Mayor of San Francisco. The Commission sets policy and is responsible for the library's budget. Commissioners serve a four-year term. Current Commission President, Dr. Mary J. Wardell Ghirarduzzi was appointed by Mayor Edwin Lee in June 2014.

The Friends and Foundation of the San Francisco Public Library

Friends of the San Francisco Public Library is a member-supported, nonprofit organization that raises funds and advocates for the San Francisco Public Library system. It is managed by an executive director and an 18-member Board of Directors.

The San Francisco Public Library

The San Francisco Public Library (SFPL) is dedicated to providing free and equal access to information, knowledge, independent learning and the joys of reading for our diverse communities. The library system includes the architecturally significant Main Library in the city's Civic Center, 27 neighborhood branch libraries, a partnership library within SFMOMA, two administrative buildings and four bookmobiles. With a collection of more than 3.7 million items, and circulation exceeding 11 million each year, SFPL serves more than 6 million visitors annually. The library system has an extraordinary political and fiscal support that mandates an annual funding allocation from the City's property tax revenues, resulting in an operating budget of \$160.6 million in FY19. With a strong budget, SFPL has more than 900 employees committed to outstanding public service.

In 2018, SFPL was named the Gale/Library Journal Library of the Year. SFPL has also been recognized as a top innovator by the Urban Libraries Council in establishing forward thinking, progressive approaches to library service. The library embraces its role as the most democratic of institutions, providing safe and welcoming facilities for all. 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.

SFPL recently completed a capital improvement program that renovated and built 24 of its neighborhood branches. Today it begins a new phase of capital improvements with plans to renovate three historical branches: Mission, Chinatown and Ocean View. Coupled with a resurgence in use and demand, technology innovation and community support, the library is positioned as one of the premier urban libraries in the nation. Learn more about San Francisco Public Library at sfpl.org.

Library Accomplishments



6.1 million visitors annually



11 million items circulated annually



All libraries open 7 days per week



872 library employees



3.7 million items in the collection



\$160.6 million budget



500,000 public programs and exhibits each year



1st public library in the nation with a social worker and social services team

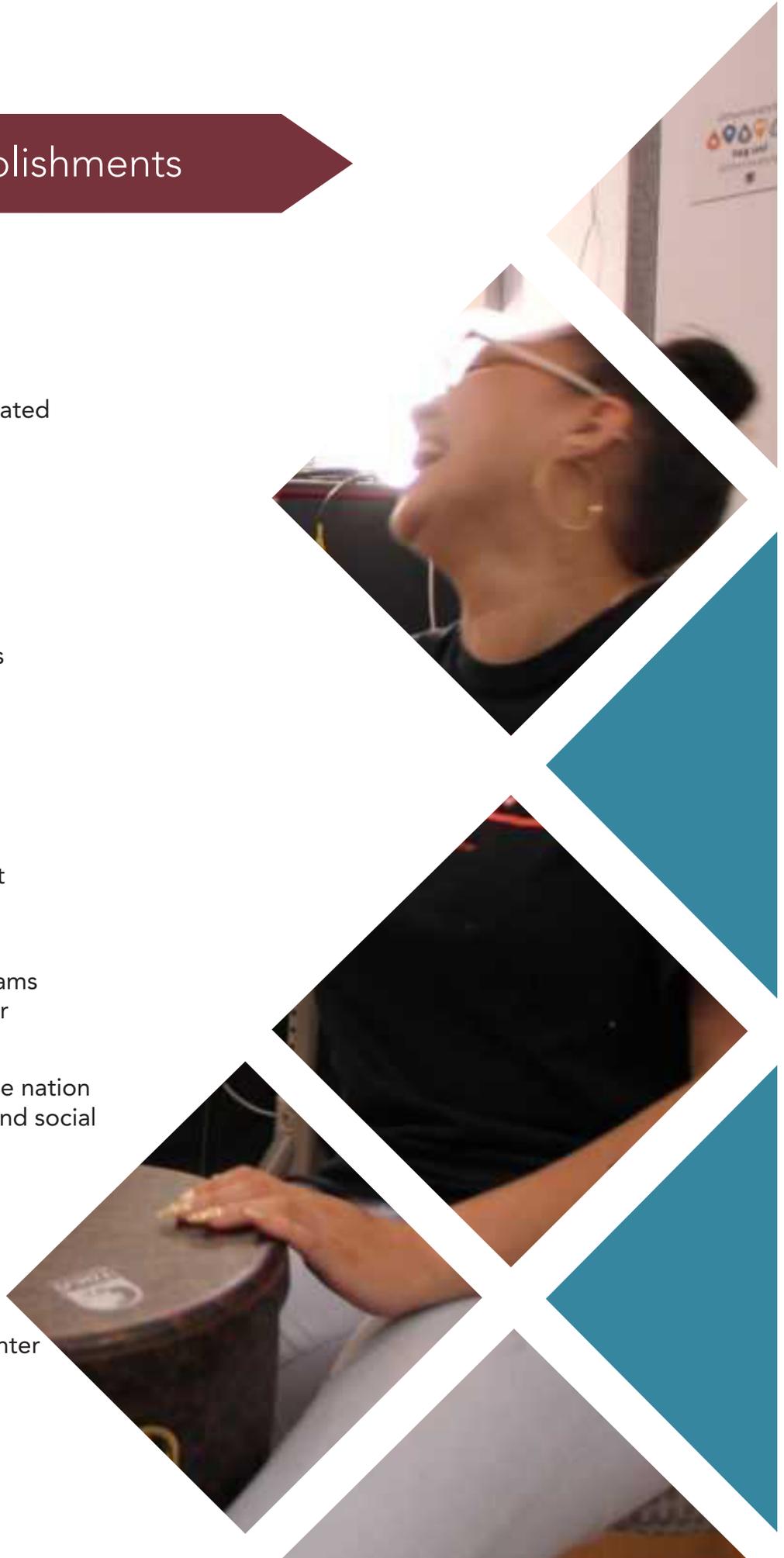


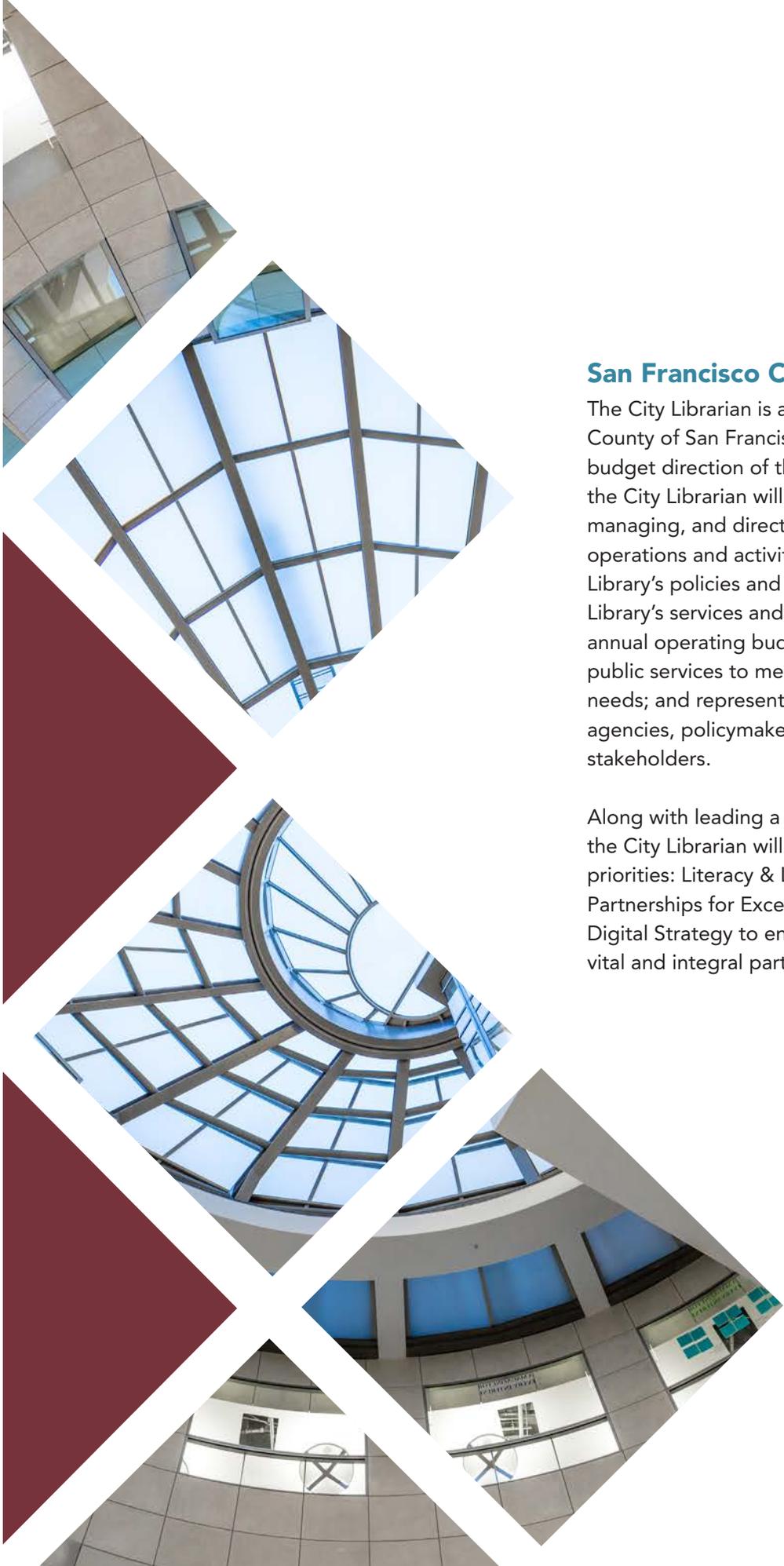
4 bookmobiles



THE MIX
AT SFPL

teen digital media center is a destination for transformational teen experiences





San Francisco City Librarian

The City Librarian is appointed by the Mayor of the City and County of San Francisco. Under the general policy and fiscal/budget direction of the Library Commission and the Mayor, the City Librarian will be responsible for planning, organizing, managing, and directing the Library system's functional operations and activities; developing and implementing Library's policies and procedures related to all areas of Library's services and programs; overseeing the department's annual operating budget; ensuring the provision of effective public services to meet today's evolving diverse community needs; and representing the Library externally to City agencies, policymakers, community organizations, and other stakeholders.

Along with leading a strong executive leadership team, the City Librarian will continue to advance SFPL's strategic priorities: Literacy & Learning; Youth Engagement; Partnerships for Excellence; Organizational Excellence; and Digital Strategy to ensure that SFPL remains a welcoming, vital and integral part of San Francisco life.

Key Priorities for the City Librarian to accomplish during first 12 months include but are not limited to:

Organizational Assessment and Onboarding: Spend considerable time visiting the libraries and engaging with all levels of staff, library users, internal and external partners, and elected and appointed officials to fully understand the operations of the San Francisco Public Library and its impact on the San Francisco community. In a collegial style, assess and review the current organizational alignment to ensure that the infrastructure lends itself to enhanced levels of service, safety, security and efficiency with a dedicated focus on the homelessness challenges facing the library system.

Managing the Strategic Plan Implementation: Assess current status of Library's "Five Year Strategic Plan" and make appropriate recommendations for adjustments based on current needs and resources to ensure that the library system and staff are on target to achieve the goals as adopted in the Plan (2016-2021). Develop a robust communications plan that allows for public and staff input relative to the plans progress and success, while fully incorporating performance metrics and analytics to measure and communicate goal achievement.

Enhance Library Work Culture: Continue striving to make San Francisco Public Library an "Employer of Choice," which includes promoting a healthy work environment that focuses on building a "best in class" library workforce. Create an environment where respect, cooperation, community collaboration, trust, and accountability are the adopted key best practices and are modeled by all employees. Foster an atmosphere that supports team work and eliminates barriers and silos; practices consensus and collaborative decision-making; and values inclusion and incorporates equity and diversity in all aspects of the library system and the services SFPL provides.

Fiscal Stewardship: Direct and enhance SFPL's strong financial condition through expanding public private partnership, attracting philanthropic investments, ensuring sound long-range fiscal planning including the renewal by 2023 of the Library Preservation Fund, a property tax set-aside that funds over 98% of the library's operating budget.

Communications and Marketing: Position the City Librarian as the key ambassador and spokesperson for SFPL. Ensure that a robust and effective communications plan, including various feedback mechanisms, is the hallmark of SFPL and what the library is trying to convey to all stakeholders.

The Ideal Candidate

- Experience in a large urban library system.
- Experience as a Library Director or Assistant Director is highly desired.
- Ability to develop and communicate a shared vision of future Library services.
- Proven track record of collaboratively and harmoniously working with elected officials, a library commission/board, library support groups, staff, labor unions, and other key stakeholders in achieving Library goals and objectives.
- Politically astute and able to work successfully with elected and appointed government officials.
- Demonstrated ability in effectively leading and managing organizational development cultural change; leading and balancing bold visioning with strategic planning and tactical implementation.
- Strong background and effective experience in management—labor relations; highly skilled and comfortable working in a strong unionized environment, with a successful track record in negotiating, communicating and working with union leadership.
- High degree of emotional intelligence and maturity.
- Highly effective communicator who demonstrates cultural competence and has a history of active listening and responsiveness to community, residents, library users, and library staff.
- Demonstrated track record of embracing diversity and advancing racial equity and inclusion.
- Relationship building skills with demonstrated success in building collaborative and mutually beneficial civic partnerships among public, private and non-profit stakeholders.
- Visibility and presence as an approachable and charismatic leader in the library and community.
- Humility with the ability to leverage staff's knowledge and technical expertise; committed to staff development and empowers staff with authority and resources to carry out their responsibilities.
- Forward thinker who has a positive track record in implementing appropriate technologies that improves the customers' experience and staff efficiency.
- Effectively advocates for the library and an influential style/approach in getting what the library needs.
- Demonstrated record of effective fiscal management and has successfully managed bond measure processes.
- Customer service-oriented.
- Data driven, and outcome focused; understands and uses effective measurement and evaluation methods.

Desirable Qualifications

- Top candidates for this position will possess a Master's degree in Library Science from an accredited library school with an advanced degree in public administration, public policy or business administration.
- Work experience should include a minimum of 8 years of experience at a senior management level

Minimum Qualifications

- Possession of a Bachelor's Degree and Master's Degree in library and information studies (MLS/MLIS) from a college or university program accredited by the American Library Association;
- AND
- Six (6) years of managerial experience, which must include supervisory experience

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

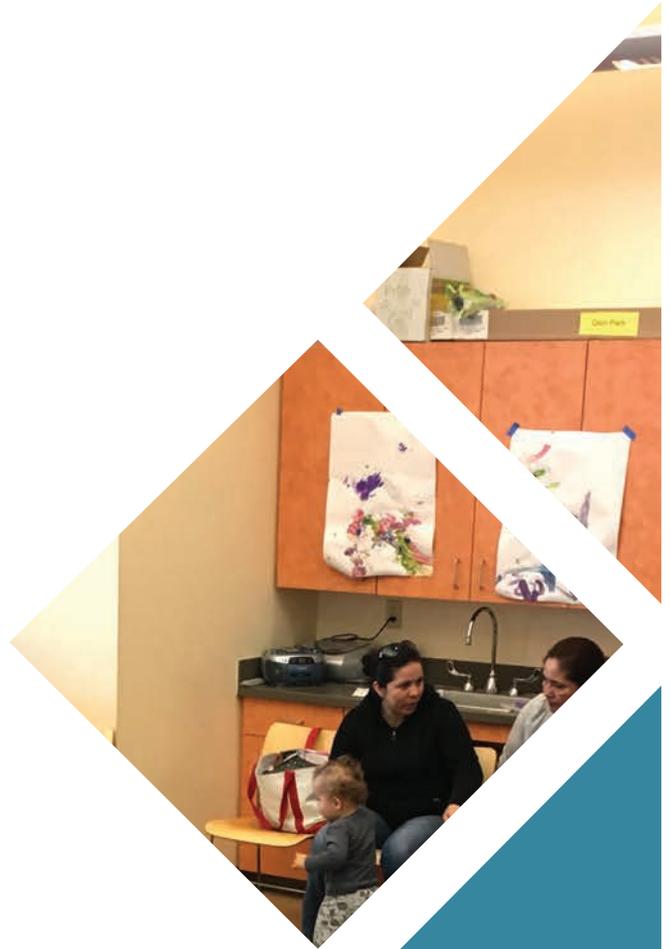
Compensation and Benefits

The annual salary range for the City Librarian is \$196,040 – \$250,172. Appointments may be made above this range depending on the experience and qualifications of the successful candidate.

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

- Medical, Vision, Dental, and Life insurance;
Long-term disability plan;
- Pension and Retiree Healthcare
- Deferred Compensation Program
- Paid Management Training Program
- 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.

For more information on the City and County of San Francisco (CCSF) benefits, please visit the website at <https://sfdhr.org/benefits-overview> and Executive Benefit Summary (FY18-19) at <https://sfdhr.org/mea-miscellaneous-benefit-summary-fy18-19>.





How to Apply

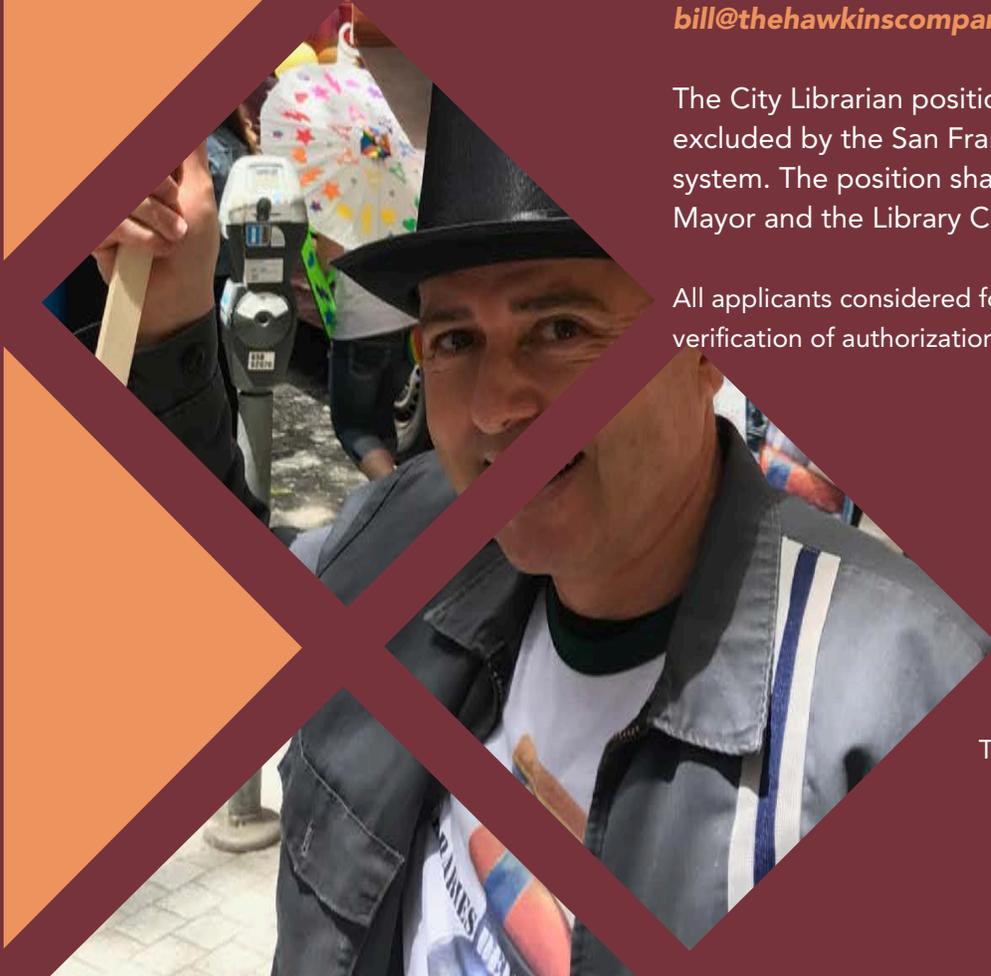
The City Librarian recruitment is being conducted on a national basis by The Hawkins Company. The Hawkins Company will review all written materials submitted and will screen and evaluate all candidates based on the criteria outlined in this brochure. The most highly qualified candidates will be invited to participate in an on-site interview. To be considered, please submit your resume and cover letter electronically to citylibrarian.SFPL@thehawkinscompany.com. Resumes received by March 1, 2019 will receive first consideration. The position is open until filled. Application materials can also be mailed to the address below.

The Hawkins Company
8939 S. Sepulveda Blvd., #110-216
Los Angeles, CA 90045
www.thehawkinscompany.com

All questions must be addressed to The Hawkins Company. For additional information or questions, please contact Ms. Brett Byers at 323-403-8279, brett@thehawkinscompany.com or Mr. Bill Hawkins at 310-348-8800, bill@thehawkinscompany.com.

The City Librarian position is an exempt appointment and excluded by the San Francisco Charter from the civil service system. The position shall serve (at will) at the discretion of the Mayor and the Library Commission.

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



The City and County of San Francisco
is an Equal Opportunity Employer.
December 2018