



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 San Francisco Public Library

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 extraordinary political and fiscal support that mandates an annual funding allocation from the city's property tax revenues, resulting in a budget of \$160.6 million in FY19. With a strong budget, SFPL has approximately 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 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.



SFPL at a Glance



2018 Gale/Library Journal Library of the Year



6.1 million visitors annually



11 million items circulated



All libraries open 7 days per week



Approximately 900 library employees



3.7 million items in the collection



\$160.6 million budget



500,000 attendees at public programs and exhibits each year



4 bookmobiles



28 neighborhood libraries



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



A digital media center that 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 the library's policies and procedures related to all areas of the library's services and programs; overseeing the department's annual 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; Facilities, Maintenance and Infrastructure; and Digital Strategies to ensure that SFPL remains the premier urban library and 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: Visit the libraries and engage with all levels of staff, library users, internal and external partners, and elected and appointed officials to fully understand the operations of San Francisco Public Library and its impact on the San Francisco community. Collaboratively 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 SFPL.

Leading Continuous Strategic Plan Implementation: Assess the current status of the Library's "Five Year Strategic Plan" and make adjustments based on current needs and resources to ensure that SFPL and staff are on target to achieve the goals as adopted in the Plan (2016-2021). Lead the development of a robust communications plan that allows for public and staff input relative to the plans' progress and success; and fully incorporates performance metrics and analytics to measure and communicate achievements.

Enhance Library Work Culture: Make San Francisco Public Library an "Employer of Choice." The City Librarian will set the tone in leading and developing a healthy work environment that focuses on building a "best in class" library workforce. The City Librarian must create an environment where respect, cooperation, community collaboration, trust and accountability are key best practices and are modeled by all employees. The City Librarian should foster an atmosphere that supports team work and eliminates barriers and silos; practices consensus and collaborative decision-making; values inclusion; and incorporates equity and diversity in all aspects of the library system and the services that SFPL provides.

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

Communications and Marketing: Serve as the key ambassador and spokesperson for SFPL and ensure that a robust and effective communications plan, including various feedback mechanisms, is the hallmark of SFPL and is conveyed to its stakeholders.

The Ideal Candidate

- Ability to develop and communicate a shared vision of future library services.
- Politically astute with a 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.
- Demonstrated ability in effectively leading and managing organizational development cultural change; leading and balancing bold visioning with strategic planning and tactical implementation.
- Demonstrated record of effective fiscal management and has successfully managed bond measure processes.
- Strong background and effective experience in management of 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.
- Highly effective communicator with a high degree of emotional intelligence and maturity who demonstrates cultural competence, 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 developing 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.
- Effectively advocates for the library and has an influential style/approach in getting what the library needs.
- Customer service-oriented with a positive track record in implementing appropriate technologies that improves the customers' experience and staff efficiency.
- Impact driven, data and outcome focused; understands and uses effective measurement and evaluation methods.

Desirable Qualifications

- A Master's degree in Library and Information Studies (MLS/MLIS) from a college or university program accredited by the American Library Association
- Experience as a Library Director or Assistant Director in a large urban library system
- A minimum of eight (8) years of experience at a senior management level

Minimum Qualifications

- A Bachelor's degree and Master's degree
AND
- Six (6) years of managerial experience of which all 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 February 15, 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

Mr. Bill Hawkins at 310-348-8800
bill@thehawkinscompany.com

or Ms. Yonnine Hawkins at 323-252-1655
yonnine@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.

