



C A R E E R O P P O R T U N I T Y

MANAGER OF BRANCH SERVICES

DEPARTMENT OF LIBRARY SERVICES

CITY OF LONG BEACH \$115,000-\$135,000 DOE/DOQ

THE CITY OF LONG BEACH SEEKS A **MANAGER OF BRANCH SERVICES (MANAGER)** to provide exceptional leadership to the nationally recognized Long Beach Public Library (LBPL), including oversight of 11 of the 12 branch library locations, 65 staff with 12 direct reports, and a departmental budget of approximately \$16 million. This position will support the Director of Library Services in creating collaborative team dynamics, maintaining consistent communication, promoting positive change, and enhancing multilingual public programs across all branches. In 2017, LBPL was one of 10 organizations in the nation to receive the National Medal for Museum and Library Services—the highest honor given to libraries and museums that demonstrate excellence in service to their communities through innovative programs. The Manager provides both internal and external guidance to ensure the highest quality of library services and to promote the Library as an essential service to the quality of life in Long Beach. The ideal candidate will bring extensive knowledge and experience in a professional public library leadership, administration, or operations setting and possess a strong skillset for inspiring the community and leading the library workforce. The success of the selected candidate is highly predicated on their ability to demonstrate excellent customer service, vibrant and collaborative leadership, and the ability to build relationships within the community and across other City departments. *This is a great opportunity to create your legacy, join an organization that is dedicated to its community, and make a difference in the lives of many!*

THE COMMUNITY

THE CITY OF LONG BEACH is located south of Los Angeles and adjacent to Orange County, making it a prime location with oceanside activities, diverse culture, and a unique economy. The City is home to approximately 470,000 residents living across the area's 51 square miles. The City of Long Beach's community is one of the most diverse in the United States, making it an excellent place to learn about and immerse yourself in various cultures. The top industries that support the City's economy include education, health, social services, manufacturing, retail trade, and professional services.

When you live in Long Beach, you get to enjoy the Southern California climate all year long, making surfing, hiking, golfing, and other outdoor activities quite popular in this area. Biking is a favorite past time among residents, as this area is bike friendly. Walking around town is easy too, considering the City was rated the 10th "Most Walkable City" of over 100 cities globally. Long Beach features six miles of beaches and many parks and public spaces, as well as The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary, and the annual IndyCar Acura Grand Prix of Long Beach.



CITY GOVERNMENT

LONG BEACH IS A FULL-SERVICE Charter City governed by nine City Council members who are elected by district and a Mayor who is elected at large. Elected officials also include the City Attorney, City Auditor, and City Prosecutor. The Council Members and the Mayor are subject to a two-term limit, which allows them to serve for a maximum of eight years. The City Council appoints a City Manager and a City Clerk. The City Manager is responsible for the efficient administration of all City departments, excluding those under the direction of a separately elected official, Board, or Commission. The City of Long Beach provides all traditional public services. In addition to its traditional services, the City also maintains one of the world's busiest seaports, which serves as a leading gateway for international trade. Long Beach also has its own full-service commercial airport and is one of only three cities in California with its own Health Department. Long Beach is supported by a total FY 2022 budget of approximately \$3 billion, with the General Fund budget totaling \$625 million. More than 5,900 full and part-time employees support municipal operations with the majority being represented by eleven employee associations. To learn more about the City of Long Beach, go to: www.longbeach.gov.

LONG BEACH PUBLIC LIBRARY

THE LONG BEACH PUBLIC LIBRARY (LBPL) SYSTEM is made up of 12 unique libraries throughout the City, including two signature flagship libraries that were built within the past 15 years. The library system operates with a fiscal year 2023 budget of approximately \$18 million and approximately 160 dedicated staff. Since 1896, the LBPL has provided free and equal access to information, education, innovation, and community. Community members have access to hundreds of thousands of titles and an impressive selection of digital content, books, movies, music, audio books, and more. LBPL operates Family Learning Centers to support lifelong learning and academic and career success. Other areas of focus include closing the digital divide, supporting literacy, providing various health services, and creating transformative experiences for the community.

LBPL system has received accolades attesting to its innovation and continued success, particularly at the Billie Jean King Main Library, Michelle Obama Neighborhood Library, and Mark Twain Neighborhood Library. In 2017, LBPL was also the recipient of the National Medal for Museum and Library Service—the highest honor for institutions that make significant and exceptional contributions to their communities.

THE JOB

UNDER THE DIRECTION of the Library Services Director, the Branch Services Manager will oversee 11 of the 12 library branches, 12 direct reports, 65 personnel, and an approximate department budget of \$18 million. The Manager will serve as a liaison to partner agencies and City departments, such as the Economic Development and Health and Human Services departments. Joint efforts among these departments include the expansion of services and resources to support people experiencing homelessness. Providing new perspectives, encouraging resourceful change, and championing meaningful team building is critical to the role. The LBPL was recently granted an additional \$1 million of annual funding and \$800,000 of one-time funding to accommodate structural improvements across the library system. This individual has the exciting responsibility to work directly with the Director to determine the best use of these funds. Furthermore, this leader will be well seasoned in this field and use their expertise to grow staff capabilities and support LBPL in being a trailblazer for public libraries.

FUTURE CHALLENGES & OPPORTUNITIES

- ▶ Working closely with the Director to administer the newly allocated \$1 million of annual structural funding and \$800,000 in one-time funding for LBPL
- ▶ Working with the City to continue its classifications study for library staff to create more advancement opportunities for staff
- ▶ Providing insight into how LBPL can adopt creative service models for the future
- ▶ Recruiting and retaining qualified library staff as the Library services continue to expand
- ▶ Responding to the **2021 CITY AUDITOR'S REPORT**

THE IDEAL CANDIDATE

THE IDEAL CANDIDATE WILL BE a strategic and big picture thinker who facilitates an environment that embraces creative and resourceful change. The LBPL is undergoing some exciting changes due to increased funding, so someone with experience running a six-day public library system is highly desired. The successful candidate will have strong operational skills and serve as a leader who will empower and develop staff and encourage rethinking the way the Library provides services to the community. The ideal candidate will have a background in creative service models and facilitating large changes in an organization. In addition to these winning qualities, the next Manager will also be highly committed to diversity, equity, and inclusion and create opportunities for a more engaged community.



The next Branch Services Manager will also...

- ▶ Present new, progressive approaches to traditional models for programming and service delivery.
- ▶ Be a collaborative problem solver and a relationship-based team player who effectively communicates and shares information with peers and staff.
- ▶ Be a personable and participative listener, communicator, and collaborator, with strong interpersonal skills to be able to motivate and energize staff.
- ▶ Demonstrate energetic and engaged leadership for instituting positive change and improving systems, practices, and processes and will have an absolute commitment to service.
- ▶ Possess a high-level of ethics and a strong sense of integrity.
- ▶ Work in a diverse and labor/management partnership environment.
- ▶ Maintain effective and harmonious work relationships with all levels of staff, vendors, and the public.



MINIMUM QUALIFICATIONS

- ▶ Master of Library Science degree from an accredited college or university
- ▶ 5 years of progressively responsible supervisory experience and/or administrative experience at the level of Senior or Principal Librarian

DESIRED:

- ▶ Experience working with DEI programs/initiatives
- ▶ Familiarity with developing mentorship/staff development programs



SALARY & BENEFITS

The salary range for this position is **\$115,000 to \$135,000** annually. Placement in the range will depend on qualifications. The City's compensation package also includes an attractive benefits package that includes:

RETIREMENT. City offers CalPERS coordinated with Social Security. Benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPR, subject to the limitations set by PERS. Employee pays the employee portion.

VACATION. Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.

EXECUTIVE LEAVE. Forty (40) hours per year.

SICK LEAVE. One day earned per month; unlimited accumulation; conversion upon retirement to cash credit toward health and/or dental insurance premiums, or to pension credits.

HOLIDAYS. Ten (10) designated holidays per year, plus four personal holidays to be used at the employee's discretion.

HEALTH AND DENTAL INSURANCE. The City offers an HMO and PPO option for health and dental insurance coverage. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.

LIFE INSURANCE. City-paid term life insurance coverage equal to three times annual salary to a maximum of \$500,000.

DISABILITY. City paid short-term and long-term disability insurance.

TRANSPORTATION ALLOWANCE. \$225 per month.

FLEXIBLE SPENDING ACCOUNT. Optional election for employees to reduce taxable income for payment of allowable childcare or medical expenses.

DEFERRED COMPENSATION 457(B) PLAN. Optional for employee contribution to a supplementary retirement savings program available through ICMA Retirement Corporation.

MANAGEMENT PHYSICAL. Annual City-paid physical examination.

TECHNOLOGY ALLOWANCE. Monthly phone stipend.

HOW TO APPLY

For first consideration, apply by **NOVEMBER 17** at:

WBCP JOB BOARD

SECURE THE DATES

Round one virtual interviews will take place on **DECEMBER 8**. Finalists will move forward to round two in-person interviews on **DECEMBER 16**. (Candidates invited to interview will need to be available for both days.)

Please contact your recruiter, Sam Sackman, with any questions:

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