



An opportunity to enhance our residents' quality of life and life-long learning through innovative services and positive spaces.

ASSISTANT LIBRARY & RECREATION DIRECTOR / CITY LIBRARIAN

LIBRARY & RECREATION DEPARTMENT

CITY OF SAN RAFAEL ANNUAL SALARY: \$131,652–\$160,020 DOQ/DOE

ARE YOU A VISIONARY LEADER and exceptional project manager with a passion for community services and a strong background in public library administration? The City of San Rafael's Library and Recreation Department is looking for an Assistant Director to join our team to oversee the Library Division, which includes a budget of approximately \$4.4 million, 22 full-time employees, and numerous temp staff. As the Assistant Director, you'll have the opportunity to serve as a primary liaison for public boards and partner groups, using your public speaking skills and community engagement abilities to empower staff and serve community members as a change agent for the Department. We're seeking someone who encourages innovative thinking, career development, and creative problem-solving among staff, and who sees the library as a place where everyone can learn, grow, and thrive. If this sounds like the perfect opportunity for you, don't hesitate—apply today!



THE CITY

THE CITY IS FOCUSED ON ENHANCING OUR COMMUNITY MEMBERS' QUALITY OF LIFE THROUGH WELL-DESIGNED SERVICES AND A POSITIVE WORKPLACE CULTURE.

San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyles, and natural environments. San Rafael (population 62,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$166 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.



TOGETHER SAN RAFAEL

SAN RAFAEL'S ORGANIZATIONAL CULTURE FRAMEWORK is an initiative called "TOGETHER SAN RAFAEL." City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The ***Together San Rafael initiative is focused on*** modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience. *TOGETHER SAN RAFAEL* is about:

BRINGING staff and management together to collaborate cross-departmentally.

EMPOWERING all City employees to share and implement their innovative ideas.

CELEBRATING the innovation happening every day in our departments.



GUIDING PRINCIPLES

Employees across the organization developed our guiding principles. We are integrating these in everything we do and this position plays a pivotal role in achieving them.

Together in Service

- Collaborate across departments
- Appreciate diverse perspectives and help others succeed
- Assume positive intent

Start with Community Needs

- Cultivate trust
- Design services with "customer" in mind
- Convene and co-create



Find Something to Say Yes To

- Take risks and try new things
- Seek creative solutions
- Create an exceptional customer experience

Reimagine the Status Quo

- Find the root problem
- Ask "why" we do it this way
- "Fail" fast, learn, and try again

Practice Openness

- Communicate well and often
- Be open to change
- There's always more to learn

Be Mindful

- Every interaction creates a story
- Be fiscally responsible
- Honor those we serve with integrity



THE DEPARTMENT

SEVERAL YEARS AGO, the Library and Community Services Departments were integrated to create a new Library and Recreation Department. The new Library and Recreation Department maximizes the delivery of strategically aligned programs and services to provide the highest value for the community. It is made up of two divisions: Recreation & Childcare and Library. This is an organization where you have exceptional opportunities to advance a career, spearhead exciting projects, and be a part of a dynamic leadership team. *The Department's mission is to engage, empower, and enrich our community through innovation, imagination, and inspiration.*

LEARN MORE ABOUT THE LIBRARY DIVISION



PROJECTS, CHALLENGES & OPPORTUNITIES

- ▶ **LEADING** the implementation of a \$3M modernization project at the Downtown Library, including structural and design improvements to the facility.
- ▶ **PURSUING** technology and other innovative solutions, such as implementing an Automated Materials Handling system and exploring a transition from the Dewey Decimal System to BISAC, to improve library operations and to enhance the patron experience.
- ▶ **EXPLORING** all options for addressing [the identified need](#) for expanded library facilities and services.
- ▶ **OVERSEEING** the design and implementation of a \$2M renovation project to improve the usability and operations of the Pickleweed Branch Library.
- ▶ **COLLABORATING** on the continued integration of library and recreation services.
- ▶ **CHAMPIONING** innovative library programs and services, ranging from drop-in tech support and 3D printing, to a memory lab and local history collection, to a partnership with the local school districts to provide library cards to all students, to list just a few.

THE JOB/THE IDEAL CANDIDATE

AS THE ASSISTANT DIRECTOR, you'll be a crucial member of the Library and Recreation team, supporting the Director and helping to oversee our three library branches, an annual budget of around \$4.4 million, and a talented team of 22 full-time staff members. In this role, you'll have the opportunity to ensure that the Department is meeting its goals and objectives, while also serving as a liaison and partner to various public boards and partner groups. Additionally, you'll have the chance to take the lead on forward-thinking projects and programs, empower your team to grow and develop in multiple service areas, and partner with the Director and Assistant Director of Recreation & Childcare to strategically develop the joint Department.

The ideal candidate for the Assistant Director position will be a strategic and big picture thinker who also has a demonstrated track record of implementing on big ideas. They should have a strong background in public library administration, change management, and experience creating programs that serve a diverse community. They should be committed to facilitating an environment that encourages resourceful change and champions meaningful team building. In addition, this candidate should have excellent customer service skills and be committed to diversity, equity, and inclusion in both the workplace and community service. Strong public speaking and presentation skills, as well as the ability to effectively interact with executive leadership, elected officials, other City and regional agencies, and the public, are also important. The successful candidate will be able to solve problems with a creative mindset, negotiate resolutions, and work towards team consensus. They should be organized, resourceful, take initiative, and be adaptable, with a passion for library services.



The Ideal Candidate will also...

- ▶ Create a desired team culture that encourages innovation and collaboration.
- ▶ Be an encouraging and supportive leader.
- ▶ Demonstrate budget and administrative acumen.
- ▶ Demonstrate a commitment to serve the public and passion for library services.
- ▶ Demonstrate active listening skills and emotional intelligence.
- ▶ Have a zeal for interesting projects and programs.
- ▶ Work effectively across an organization demonstrating collaboration and team orientation.
- ▶ Work diligently to bring ideas into fruition.

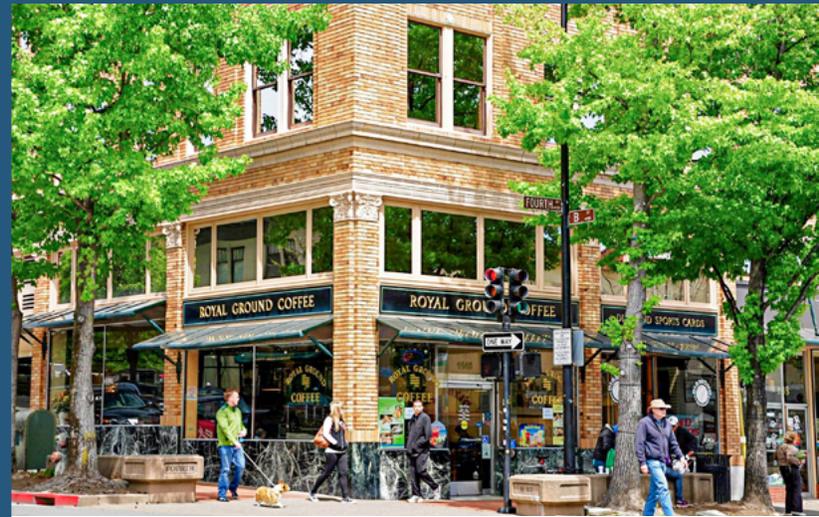


EMPLOYMENT STANDARDS

Any combination of experience, education, and training that would provide the ability to perform the typical tasks required. A typical way to obtain the knowledge, skills, and abilities would be:

- ▶ Five (5) years of relevant professional experience including at least three (3) years of management-level responsibility including the supervision of professional, technical, and support staff.
- ▶ Bachelor's degree in a related field from an accredited college or university.
- ▶ Any recent training, such as academic courses and certification programs, that are relevant to this job classification.

Master's Degree in Library Science issued by a college or university accredited by the American Library Association preferred.





SALARY & BENEFITS

Annual salary of **\$131,652–\$160,020 DOQ/DOE** and an attractive benefits package that includes:

RETIREMENT: Participation in MCERA (Marin County Employee Retirement Association) plan, which offers reciprocity between agencies in CalPERS.

HEALTH INSURANCE: Full flex cafeteria plan which can be applied to a health plan or converted to cash (Employee Only – \$714.43; Employee + 1 – \$1,428.85; Employee + Family – \$1,857.51; Waive Coverage – \$714.43)

DENTAL INSURANCE: Fully paid for employee and dependents.

VISION INSURANCE: Fully paid for employee plus dependents.

LIFE AND LONG-TERM DISABILITY INSURANCE: \$150,000 basic and long-term disability is two-thirds of the salary up to \$7,500 per month.

ADMINISTRATIVE LEAVE: 75 hours

SICK LEAVE: 12 days

VACATION: 15 to 25 days

PAID HOLIDAYS: 12 City Holidays + 1 Floating Holiday.

HOW *to* APPLY

For first consideration, apply by **FEBRUARY 7** at:

WBCP JOB BOARD

SAVE THE DATES

Virtual interviews will take place on **MARCH 6 & 8**.
Final in-person interviews will take place on **MARCH 13**.
Candidates must be available for these interview dates.

Please contact your recruiter, Wendi Brown, with any questions: **wendi@wbcpsc.com**
866.929.WBCP (9227) toll free | **541.664.0376** direct