

Library Services Director

CITY OF PHOENIX, ARIZONA PUBLIC LIBRARY SYSTEM

ANNUAL SALARY: Up to \$207,000 DOE/DOQ

START A NEW CHAPTER OF YOUR STORY by joining the City of Phoenix, Arizona as the next **Library Services Director**. This position will serve as the enthusiastic voice of the public library system, ensuring that all library branches are all working collaboratively towards the betterment of our community and region, and effectively serving our diverse, multi-generational populations. The Director will oversee the library system's 17 library branches, a total staff of 500, an approximate annual budget of \$49 million, and hundreds of volunteers. The ideal candidate is a confident speaker and advocate for library services. They will be a visionary and innovative leader, who will leverage the amazing work they are currently doing, while continuing to bring new ideas, innovation, and creative programs forward. **They will also work beyond the walls of the library and engage with elected officials, city executive leadership, community groups, staff, volunteers, and customers to enrich the lives of our residents.** They will be a collaborative business partner, and demonstrate passion for library programs. They will also work effectively with the Library Advisory Board, Friends of the Public Library, and the Phoenix Public Library Foundation, to champion the mission—**to provide access to education and information to all people**. Apply today to lead one of the most innovative and dynamic library systems, in the 5th largest city in the Country!

Between 2022 and 2023, the Phoenix Public Library System had:



OVER
2 MILLION
VISITS TO
17 EXCEPTIONAL
LIBRARY FACILITIES!



OVER
16 MILLION VISITS
TO THE LIBRARY'S WEBSITE
For book checkout, eReading,
digital downloads and more!

OVER
58,000
NEW
LIBRARY
CARDS
CREATED.



APPROX. **3,000**
1-ON-1
EDUCATIONAL
PLANNING SESSIONS
COMPLETED!

OVER
179,500
PARTICIPANTS
AT THE LIBRARY'S
EXCITING COMMUNITY PROGRAMS.





The Community

PHOENIX, ARIZONA IS THE 5TH LARGEST CITY IN THE US, with a population of over 1.7 million—and is forecasted to grow by 60% in the next decade. Living and working in Phoenix offers a unique blend of vibrant culture, stunning natural landscapes, and thriving economic opportunities. Nestled in the heart of the Sonoran Desert, Phoenix boasts over 300 days of sunshine each year, providing ample opportunities for outdoor recreation and exploration. From hiking picturesque desert trails to enjoying world-class golf courses, residents of the Phoenix area can indulge in a diverse array of activities year-round. With its abundance of amenities, diverse neighborhoods, and renowned culinary scene, Phoenix provides a welcoming and vibrant environment for individuals and families alike. Whether you're drawn to its vibrant arts scene, bustling downtown district, or serene desert landscapes, the City offers a unique and enriching experience for those who call it home.

[CLICK LINK](#)

Phoenix Public Library

CELEBRATING 125 YEARS OF SERVING THE COMMUNITY!

THE CITY OF PHOENIX HAS A SYSTEM OF 17 BRANCH LIBRARIES, including the Burton Barr Central Library, which is its flagship location. The library system is more than a warehouse for books – it is a beloved resource, providing education, information, and technological access for the people of Phoenix and beyond. With a collection of nearly 2 million books, DVDs, CDs, and a wide variety of digital resources, the library is the community's key to exploring the world—for school, work or fun, and serve the community from childhood to adulthood. They offer pioneering programs for early childhood literacy, a Bookmobile, homework support, Wi-Fi access, textbook downloads, college application and planning sessions with coaches, a business resources center, resume writing, tax assistance, and events celebrating diverse voices, offer cooling centers in the summer heat, and more!

The City of Phoenix's Public Libraries have award-winning architectural designs and spaces and receives unparalleled support from the community, evidenced by the successful passing of bonds and continuous advocacy for the library with various groups, advisory and other committees, and hundreds of dedicated volunteers.



*Connecting today's
community to a world
of possibilities*



The Job & Ideal Candidate

THE LIBRARY SERVICES DIRECTOR WILL OVERSEE the Phoenix Public Library system's 17 libraries, a total staff of 500, and an approximate annual budget of \$49 million. The Director will be the confident, capable, and strategic voice of the library system, and will step into this role prepared to collaborate and engage with diverse audiences. The ideal candidate is a clear communicator who values input from staff, volunteers, and the public and can build consensus around library initiatives. The City is looking for a Director who is creative and enthusiastic, actively identifying opportunities to increase engagement with the community!

The ideal candidate is an experienced library professional with a proven track record of sound library management, including budgeting, strategic planning, and staff development. While serving as a strong administrator, the Director will orchestrate the vision, communication, collaborative outreach and activities that support and enrich the community. They will be effective culture cultivators and encourage the library's hardworking staff, develop strategic operational, and internal and external communication and strategic plans. They will establish regular branch meetings to share ideas and challenges, assist in removing barriers, support each other, and ensure everyone is moving towards the same goals, vision, and feel they are a part of the bigger team. They will also meet frequently with the City's executive and department leadership and advocacy groups to strategize the library system's current and future programs.

The next Director will be a passionate advocate for public libraries and their role in fostering literacy, education, equity, belonging, and community engagement. As public libraries continue to transform to continue to provide these services, they need to remain relevant. The Director will understand the importance of intellectual freedom and access to information and promote inclusivity, tolerance, and open dialogue and uphold the library's mission *to provide access to education and information to all people.*

CORE COMPETENCIES FOR THIS POSITION INCLUDE:

COMMUNICATIVENESS.

Serves as the public face of the library system, representing the organization at conferences, media events, and community gatherings. Motivates and inspires employees with a clear and encouraging communication style.

RESILIENCE. Remains composed, positive, and adaptable under challenging or stressful circumstances.

DIPLOMACY. Works to maintain the safety of the library environment, where diverse perspectives and experiences come together.

LEADERSHIP. Provides strong, supportive leadership for staff; cultivates an open, collaborative, and mission-driven culture; resolves personnel issues with confidence and professionalism.

RELATIONSHIP AND TRUST BUILDING. Works collaboratively to solve problems with their team; leverages relationships to further Library goals and initiatives.

STRATEGIC MINDSET. Creatively strategizes library programs, processes, and improvements in order to ensure excellent service delivery.

EMPLOYMENT STANDARDS

EDUCATION

- ▶ Undergraduate degree in library science, business, public administration, communication, or related field; **and**
- ▶ Master's degree in library science from an American Library Association (ALA) accredited institution, business or public administration, communications, or a related field.

EXPERIENCE

- ▶ Five years of progressive experience in the administration of a library system, major library division, or a related field, including authority for personnel, facilities, and budget administration.
- ▶ *Other combinations of education and experience which meet the minimum qualifications may be substituted.*

EXCITING PROJECTS & PROGRAMS

KINDERGARTEN BOOTCAMP. Helping children and families learn together; building a social, academic, and classroom skills foundation for school success.

STORYWALK® EXPERIENCES. Featuring engaging storybooks, StoryWalks® are shared reading experiences and art installations in public parks. Featured books are routinely refreshed and average *hundreds* of visitors a day as families enjoy a reading adventure.

COLLEGE DEPOT. Provides students with personalized, consistent, and long-term support throughout their senior year to successfully start college after they graduate.

STARTUPPHX. Serves those with a dream to launch or grow their own small business with regular in-person and online networking services, a business reference collection, special events, and English and Spanish business classes!

INTERNET ACCESS FOR ALL. Expands internet accessibility by providing public computers throughout all 17 locations, and free Wi-Fi within library buildings and parking lots. Phoenix Public Library also makes Wi-Fi hotspots available for check out.

Read the library's annual report for exciting information about their exceptional programs and services:

**ANNUAL REPORT
'22-'23**



Salary & Benefits

An annual salary of up to **\$207,000 DOE/DOQ**, plus an attractive benefits package that includes:

MEDICAL INSURANCE. 80% of the premium is paid by the City. Medical plan choices will include an HMO, a PPO, and a High Deductible Health Plan (HDHP) with a Health Savings Account. Vision insurance plans are available as an add-on.

DENTAL INSURANCE. City pays 100% of full-time employee premium and 75% of the family premium.

WELLNESS INCENTIVE. Up to \$720 per year.

RETIREMENT. Traditional Pension through the City of Phoenix Employees Retirement System (COPERS). Additionally, the City contributes 9% of salary into a 401(A) plan with no matching required.

DEFERRED COMPENSATION 457 PLAN. Optional for employee contribution.

VACATION. Twelve (12) days after 0-5 years of service; 15 days after 6-10 years of service; 16.5 days after 11-15 years of service. Executives are eligible for 6 additional personal days as outlined in the plan document.

HOLIDAYS. 13.5 designated holidays per year.

SICK LEAVE. 10 hours earned per month; unlimited accumulation. Salaried accrues 1.25 days/month.

TRANSPORTATION ALLOWANCE. \$500 per month.

COMMUNICATIONS ALLOWANCE. \$120 per month.

LIFE INSURANCE. 1.5 times base salary (up to \$500k). Accidental death and dismemberment is payable when a death or covered accident occurs in the course of performing job duties. Employee covered at \$75,000.

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

MISC: Commuter life, legal, and elder care insurance.

PARTIAL TUITION REIMBURSEMENT up to \$6,500 per year.

WORKPLACE WELLNESS PROGRAM

How to Apply

For first consideration, apply by **MAY 15** at:

SAVE THE DATES. Round one virtual interviews will take place on **MAY 29**. Finalists will move forward to round two in-person interviews on **JUNE 10**. Candidates invited to interview must be available for both days.

WBCP JOB BOARD



QUESTIONS? Please contact your recruiter, Wendi Brown:
wendi@wbcpinc.com
866.929.WBCP (9227) toll-free
541.664.0376 direct