



MAIN LIBRARY SERVICES MANAGER

DEPARTMENT OF LIBRARY SERVICES

CITY OF LONG BEACH, CALIFORNIA \$140,000–\$185,000 DOE/DOQ

THE CITY OF LONG BEACH IS SEEKING A MAIN LIBRARY SERVICES MANAGER to oversee system-wide Library programs as well as the operations and administration of the award-winning Billie Jean King Main Library.

This Manager will bring fresh and innovative ideas, lead change, improve efficiency, maintain a positive work culture, and serve as a pillar of support for a staff of 90. They will guide passionate library employees in delivering engaging programs and services, provide effective fiscal administration and strategic planning for the Main Services Bureau, and work collaboratively across the Department and the City to ensure alignment with organizational goals. The ideal candidate will have a background managing library programs serving large, diverse populations, and will champion the library's values of inclusivity, access, and information for all. This Manager will demonstrate exceptional cultural competency, experience in collaborating cross-departmentally, and the ability to build partnerships with community organizations. As a strong communicator operating with high transparency, this Manager will build trust and consistency by acting as a hands-on and collaborative relationship builder. *Shape the future of this award-winning public library system—apply today!*



THE COMMUNITY

THE CITY OF LONG BEACH is located south of Los Angeles and adjacent to Orange County, making it an idyllic location with oceanside activities, diverse culture, and a unique economy. Long Beach is home to approximately 470,000 residents living across the area's 51 square miles, including 169 parks with 26 community centers and many public spaces. This 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. 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 popular in this area. Biking is a favorite pastime among residents, as this area is bike friendly. Walking around town is also easy, 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.

LONG BEACH PUBLIC LIBRARY

THE LONG BEACH PUBLIC LIBRARY (LBPL) SYSTEM is made up of 12 libraries, including two signature flagship libraries that were built within the past 15 years. LBPL operates with a fiscal year 2024 budget of approximately \$20 million and 200 dedicated staff, and is one of 15 departments administered by the City Manager. Since 1986, LBPL has provided free and equal access to information, education, and community, enabling access to hundreds of thousands of titles and an impressive selection of digital content, books, movies, music, audio books, and more. It supports lifelong learning and academic and career success and works to close the digital divide, support childhood literacy, provide various health services, and create transformative community experiences. The 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, the system received the National Medal for Museum and Library Service—the highest honor for institutions that make significant and exceptional contributions to their communities.

The City of Long Beach and LBPL are committed to creating a workplace where every employee is valued for who they are, and for the unique skills they bring to their role. Having a workforce that reflects the diversity of the community at various levels of the organization is a continuous goal embraced by City departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into its work by supporting staff and community partners. The City is committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



THE BUREAU/ MAIN LIBRARY

THE MAIN LIBRARY SERVICES BUREAU oversees the operations of the Billie Jean King Main Library, as well as the administration of system-wide library programs and services, including Collection Services, Diversity, Equity, and Inclusion/Multilingual Collections, Teens & Emerging Adults, Youth Services, Community Engagement & Outreach, and Access Services.

The Billie Jean King Main Library, located in the heart of Long Beach, is an award-winning institution renowned for its innovative services and commitment to community engagement. Named after the tennis legend and advocate for equality, the library embodies the values of inclusivity and access for all. The library is also a center for cultural and educational activities, reflecting the diverse and dynamic community it serves. With its beautiful and modern facilities and forward-thinking programs, the Billie Jean King Main Library continues to push the boundaries of what a public library can offer, ensuring it remains a vital resource for residents of Long Beach.

**LEARN MORE ABOUT THE MAIN
LIBRARY'S INNOVATIVE WORK**

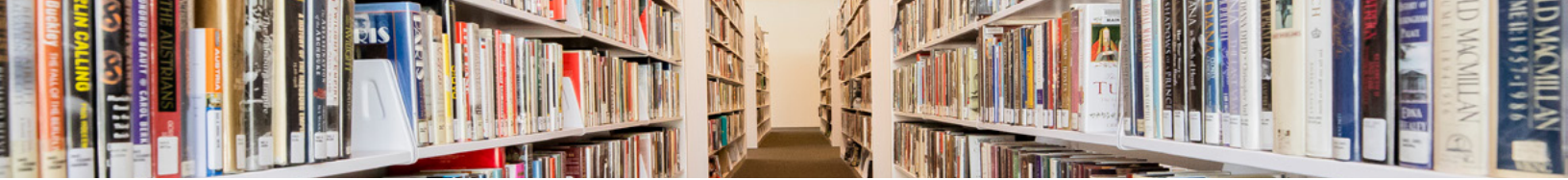
THE JOB

THE MAIN LIBRARY SERVICES MANAGER will report to the Director of Library Services, and lead seven direct reports and a total staff of 90. They will manage an approximately \$5.6 million budget, oversee and administer grant funding streams, and play a key role in strategic planning efforts as a member of the Department's leadership team. This role requires effective delegation to promote optimal workflow and employee growth, the ability to balance programmatic and operational needs, and a focus on strong personnel management and culture-building. The Main Library Services Manager will foster a collaborative and supportive environment, providing direct support, addressing concerns, and proactively tackling challenges. They will also work closely with social workers, safety officers, and the Police and Health Departments to ensure that the library is a safe, educational, and joyful space for patrons and staff members, promoting professional development and occupational health to prevent burnout and overextension, enhancing staff morale and helping to build a high-trust organization.



THE IDEAL CANDIDATE

THE IDEAL CANDIDATE FOR THIS ROLE will be a strong library administrator with prior experience in a medium or large public library system. They will be a proactive and creative problem-solver, who can communicate effectively across all levels of the organization and motivate their team through change. The ideal Manager will come to this role with the drive to implement long-range strategies for improving services, as well as a strong passion for serving the community through their work. They will balance outstanding cultural competency and emotional intelligence with strong operational knowledge, including strategic planning, fiscal management, and labor relations. This Manager will be a collaborative relationship builder with a hands-on approach, transparent communication style, and the ability to lead and support staff effectively. Effective leadership and a dedication to culture-building are key to success in this role.



MINIMUM REQUIREMENTS

EDUCATION: Master of Library Science degree from an ALA-accredited college or university.

EXPERIENCE: A minimum of five years of professional supervisory experience at the level of a Principal or Senior Librarian. Prior experience in the planning and budgeting of public library programs, as well as personnel management.

HIGHLY DESIRED

- ▶ Previous experience working in a medium or large public library system serving diverse populations, including people experiencing homelessness.
- ▶ Knowledge of public administration, intradepartmental coordination, and labor relations within a City or County setting.
- ▶ Experience working with DEI programs or initiatives and cultural/ethnic enrichment programs and partnerships.

SPECIALIZED SERVICES AT THE BILLIE JEAN KING MAIN LIBRARY INCLUDE:

The award-winning **Center for Adaptive Technology!**

The curated **Long Beach History Collection** and **genealogy archive!**

The Makerspace Studio offering workshops in 3D printing, audiovisual technology, arts & crafts!

The Family Learning Center providing homework help, job resources, and life-long learning opportunities!

EXCITING PROJECTS & INITIATIVES

LIBRARY SOCIAL WORK PROGRAM

Thoughtfully brand and launch the library social work program, aligning services with departmental and city goals, and streamlining processes.

CULTURAL & COMMUNITY ENGAGEMENT

Building and maintaining partnerships with arts organizations, community nonprofits, and cultural centers.

STRATEGIC & LONG-RANGE PLANNING

Guiding the budget, development, and delivery of engaging library programs and services.

SALARY & BENEFITS

An annual salary of **\$140,000–\$185,000 DOE/DOQ**, plus 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 PEPRRA, 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. 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. Eleven (11) designated holidays per year, plus four personal holidays to be used at the employee's discretion.

HEALTH AND DENTAL INSURANCE. HMO and PPO options.

TRANSPORTATION ALLOWANCE. \$450 per month.

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.

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. Option of city-issued cell phone or monthly cell phone stipend.



HOW TO APPLY

For first consideration, apply by **AUGUST 6** at:

WBCP JOB BOARD



SECURE THE DATES. Round one virtual interviews will take place on **SEPTEMBER 9**. Finalists will move forward to round two in-person interviews on **SEPTEMBER 20**. Candidates invited to interview must be available for both days.

QUESTIONS?

Please contact your recruiter, Lauren Gerson, with any inquiries: lauren@wbcpsc.com
866.929.WBCP (9227) toll free
541.664.0376 direct