

Deputy Director of Library Services



One of the most heavily used public libraries in California, Berkeley Public Library is considered a city treasure by a community that places a high value on information, knowledge, and the quality of life.



2031 Bancroft Way
Berkeley, CA 94704
(T) 510-981-6100
(F) 510-981-6111

www.berkeleypubliclibrary.org



BOARD OF LIBRARY TRUSTEES

Berkeley Public Library is governed by a Board of Library Trustees (BOLT), the only appointed administrative board in the City. The Board consists of five Berkeley residents; one member of the Board must also be a member of City Council. Members of the Board are appointed for four year terms by the City Council as a whole.

FOUNDATION & FRIENDS

The Berkeley Public Library Foundation was established in 1997 with a mission to raise funds to support and enhance the facilities, programs, and services of Berkeley Public Library. The Foundation's Neighborhood Libraries Campaign recently raised over \$3 million to assist with the Branch Library renovation program.

The Friends of the Berkeley Public Library, established in the 1950s, is a non-profit membership organization dedicated to enhancing the Berkeley Public Library through fundraising and advocacy efforts. The Friends operate two used bookstores. Proceeds from the sale of books, plus memberships and donations, support library programs and events.

THE DEPARTMENT

Since its establishment in 1893, Berkeley Public Library has played a prominent role within the City as a place of learning and inspiration. The Library is, and will continue to be, a sustainable and sustaining resource by feeding local creativity, preserving our collective history, nourishing the arts, supporting small businesses and job seekers, ensuring continuity in our commitment to service, and providing a much needed comfortable place in the community where everyone may enrich their lives. Each year, the library welcomes over 1.3 million visitors and supports an annual circulation of 1,973,998 million.

STAFF

The Central Library, four Branches, and Tool Lending Library are staffed by a highly skilled, creative, and diverse group of individuals totaling 108 FTE. The Library has its own dedicated Information Technology and Technical Services divisions as well as a skilled maintenance staff devoted to the upkeep of wonderful LEED certified facilities.

FUNDING

After California's Proposition 13, Berkeley was one of the first communities to pass a tax specifically for public library operations, including materials and staff. Since then residents have repeatedly voted to renew this tax. In 2008, voters approved Measure FF, a \$26 million bond measure limited to renovation, construction, seismic and disabled access improvements, and expansion of program areas at the City's four neighborhood Branch Libraries. The Library's annual operating budget is \$18 million.

LITERACY

The Library's literacy program offers a variety of services such as one-on-one tutoring with trained volunteers, family literacy programming for students with small children, computer-assisted learning, and small group instruction.

TOOL LENDING LIBRARY

Located adjacent to the Tarea Hall Pittman South Branch library, the Tool Lending Library (established in 1979) allows Berkeley residents to check out thousands of tools including; weed eaters, cement mixers, sanders, table saws and more for free. A dedicated staff provides plenty of knowledgeable and friendly advice to help patrons get the job done right.

THE POSITION

The Deputy Director is an executive level position reporting to the Director of Library Services with primary oversight for operations, including public services, collections, IT, and facilities. The Deputy Director works in partnership with the Director to administer all aspects of Library service, serving as a lead member of the management team.

This job is for you if you like to:

- Stimulate and actively initiate change within the organization
- Mentor and develop employees to build organizational capacity
- Encourage collaboration across organizational silos
- Facilitate team performance and individual accountability
- Employ empathy and transparency in communications
- Develop and communicate a shared vision for library services
- Learn, grow, and have fun at work

Your skillset:

- Wide-ranging project management experience
- Adept at both strategy and implementation
- Commitment to exceptional customer service
- Expertise in data-driven analysis and evaluation
- Possess a sophisticated awareness of current best practices in libraries
- Ability to anticipate trends affecting library collections, customer service, and technology

PROFESSIONAL QUALIFICATIONS

Applicants must have a Master's degree in Library Science from a college or university accredited by the American Library Association, six (6) FTE years of management or administrative experience which has included three (3) FTE years as a professional librarian managing programs and services and at least three (3) FTE years of supervising and evaluating professional and technical staff.



THE CITY

The City of Berkeley, located on the east shore of the San Francisco Bay, offers its 120,000 residents one of California's most interesting and diverse living areas. Local attractions include a public marina, panoramic bay views, award winning restaurants, an arts and theater district, and the UC Berkeley campus. Berkeley is noted for its activism and community involvement and is home to a highly educated and ethnically, economically, socially, and politically diverse population. Additionally, Berkeley has an outstanding public school education system that receives tremendous support through a parcel tax since 1986.



BENEFITS AND COMPENSATION

Salary & Retirement Contributions: \$114,336 - \$150,264 annually.

PERS: City employees are included in the California Public Employees Retirement System (CalPERS). Retirement formula is either 2% at age 62, or 2.7% at age 55 depending on the individual's eligibility. Employees are vested in CalPERS after 5 years of full-time service.

SRIP: The City contributes 6.7% of the employee's salary (up to a maximum annual salary of \$32,400) into a 401(a) Supplemental Retirement Income Plan account (SRIP). The City is not a member of Social Security, therefore only the Medicare portion is deducted from employees' salaries.

Deferred Compensation: Employees may defer up to \$18,000 each year to the Deferred Compensation Plan.

Health & Dental: The City offers a choice of a Kaiser HMO or Sutter Health Plus plans. The City contributes up to the full family premium for the Kaiser HMO Plan. Employees pay additional premium costs if they choose the Sutter Health Plus plan. Employees who have medical coverage under another plan may choose to waive City-provided medical coverage and receive a monthly stipend equal to the Kaiser HMO single-party rate.

Life Insurance: City-paid life insurance coverage for employees.

Vacation: Three weeks of vacation for the first five years of employment, increasing to four weeks beginning in the sixth year of employment.

Administrative Leave: 50 hours of management administrative leave annually.

Holidays: Thirteen (13) paid holidays plus three (3) floating holidays annually.

Sick Leave: Twelve days earned annually.

YMCA Membership: The City subsidizes the services for most employees by paying for 75% of the membership fee. Employees who choose to join, pay for the remainder of the fee. The Berkeley Downtown YMCA is across the street from the Civic Center Building.

Transit Subsidy: The City provides annual free Eco-pass for AC Transit, and an IRC 132(f) plan for transit vouchers where employees may set aside pre-tax income to pay for public transportation expenses. The City contributes \$20 per month to the plan for employees using public transportation.

SELECTION PROCESS

To be considered for this position, complete the City of Berkeley online application, including supplemental questionnaire, and upload a cover letter, resume, and list of six professional references (two supervisors, two peers, two subordinates): <http://agency.governmentjobs.com/berkeley>

Please note that references will not be contacted until the final selection phase in close coordination with the candidate.

Closing date: Monday, November 28, 2016 at 5pm.

Applicants passing the competitive review and assessment will be invited to participate in the oral examination tentatively scheduled for the week of December 5, 2016. Selection interviews tentatively scheduled for the week of December 12, 2016.

For additional information regarding application requirements, please visit the City of Berkeley's Human Resources website at www.cityofberkeley.info/hr/.

PLEASE NOTE: The provisions of this announcement do not constitute a contract, expressed or implied, and any provisions contained here may be modified or revoked without notice. All City employees are required to provide services as Disaster Service Workers in the event of an emergency/disaster.