



**THE COUNTY OF SANTA CLARA  
INVITES APPLICATIONS FOR:  
COMMUNITY LIBRARIAN**



**COUNTY OF SANTA CLARA  
A MANAGEMENT CAREER OPPORTUNITY  
AN EQUAL OPPORTUNITY EMPLOYER  
70 WEST HEDDING STREET  
SAN JOSE, CA 95110**

**WWW.SCCGOV.ORG**

## The Position

The Santa Clara County Library District seeks a Community Librarian with the personal and professional characteristics, experience and skills to continuously refine and improve library services for a select community in the Santa Clara County Library District. Our libraries are more than service points in a system: they are how we engage with the public to meet their needs, to build communities, and to promote life-long



learning. Through robust customer satisfaction survey and market segmentation data, the Santa Clara County Library District is able to make data-driven decisions to improve services that match the needs of each of our communities.

The Community Librarian (CL) reports to the Deputy County Librarian for Community Development. In collaboration with the Deputy, the CL will develop, direct and manage library services for one or more of our eight libraries. This will include facility operations, space planning, budgeting, directing other supervisors and multiple levels of professional and clerical staff, creating policy and formulating short and long-range plans for the assigned library(ies). The Community Librarian is a critical leadership role overseeing library service for an entire community. This person leads stakeholder engagement including working with their community advisory commission, city council, city manager, local library support organizations, and is a member of the Library District management team.

## The District

The Santa Clara County Library District (SCCLD) is governed by a Joint Powers Authority (JPA) Board comprised of representatives from the nine member cities (Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Morgan Hill, Saratoga) and the County. Located at the southern tip of San Francisco Bay and home of Silicon Valley, the primary service area of the District encompasses 1,046 square miles and is home to 444,000 residents. Library staff are employees of the County of Santa Clara.

The Library serves residents of the District through seven community libraries, one branch library, a central support and service center, its virtual library, two Bookmobile units, and a robust outreach program. The community libraries are in Campbell, Cupertino, Gilroy, Los Altos, Milpitas, Morgan Hill, and Saratoga. The branch library is located in Los Altos. The system also provides service to the unincorporated areas of the county. The Library District operates with 474 staff (344 FTE) and an annual budget of \$60.9 million dollars.

The seven community libraries are the community-based service delivery points of the library system and the pride of their local communities. These full-service community libraries range in size from 23,000 to 60,000 square feet.

The Library staff is enthusiastically committed to ensuring that everyone residing in the District benefit from the Library, and we have an ambitious strategic plan for achieving this vision. The Library has extraordinary support from our communities and voters, and willing and resourceful technology partners in the Silicon Valley business and entrepreneurial community. The organization holds to a high standard of service and innovation. The Library has consistently ranked among the top libraries in the nation in service, innovation, and performance. It has been named a Star Library by Library Journal every year since 2008 and earned a ULC Innovation Award in 2019.



### **The Ideal Candidate**

This position is a rare opportunity for the professional librarian and experienced supervisor who wants to make a significant contribution to a community library; to learn and grow in a supportive environment; and to live and play in one of the nation's most intellectually stimulating regions.

*The ideal candidate is:*

- A professional librarian and supervisor who has the potential to effectively manage, train, develop and motivate professional and non-professional staff
- Able to formulate and implement effective and efficient library policies and procedures
- Skilled in organizing and managing the day-to-day operations of a community library
- Customer focused when advising and instructing patrons in the use of library facilities and can interact effectively with people of diverse backgrounds
- Able to represent the library, work effectively and build trusted relationships with support groups such as the Friends of the Library and the library advisory commission
- Capable of analyzing community needs and recommending specific plans for modifying or extending library services
- Proactive in taking initiative to enhance programming and services
- A skillful listener and communicator whether speaking or writing
- Positive, team-oriented, collaborative, and facilitative whether working with executive management, peer group or with community library staff
- Able to identify, address, and solve problems with resilience, professionalism and a sense of humor

- Skilled in preparing, presenting and reviewing reports and advising executive management on the activities and status of the assigned library
- Able to establish and maintain effective working relationships

A qualified candidate will have a Master’s Degree in Library Science from an institution accredited by the American Library Association, or the equivalent combination of education and experience, and a minimum of three years of professional library experience in a capacity comparable to a Supervising Librarian in Santa Clara County.

Note: See the job description for Community Librarian classification at [www.sccjobs.org](http://www.sccjobs.org)

## Compensation and Benefits

\$110,466.72 - \$134,276.48 annually, DOE

- County participation in California Public Retirement System (CalPERS)
- Health insurance: Kaiser, HealthNet, or Valley Health Plan
- Dental/Vision insurance: single and family premiums fully paid
- 12 paid holidays per calendar year
- Administrative leave (in lieu of personal, education, bereavement, etc., leave)
- Deferred compensation plan available (ICMA-457)
- Professional development reimbursement program

## Santa Clara County and Region

Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. The region is noted for its physical beauty, hospitable climate, innovation and entrepreneurship, and rich cultural, ecological, educational, and recreational life. It offers a wide-range of choices in life-styles and places to live: urban, suburban, and rural.



With its numerous natural amenities and one of the highest standards of living in the country, it has long been considered one of the best areas in the United States to live and work. Santa Clara County, with its population of 1.9 million, has one of the highest median family incomes in the country. It is also rich in ethnic and cultural diversity. There are 15 cities within its

boundaries: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale.

### *The County's Core Values*

Ethical Conduct ~ Honesty and Integrity ~ Respect for the Individual ~ Fiscal Responsibility ~ Good Work Ethic that Demonstrates Individual Responsibility, Accountability and Productivity ~ A Commitment to Public Service ~ Diversity and Cultural Awareness

### **How to apply**

Inquiries are welcome. Please contact:

Chris Brown, Deputy County Librarian  
[cbrown@sccl.org](mailto:cbrown@sccl.org) | 408-293-2326 ext. 3002  
1370 Dell Avenue  
Campbell, CA 95008

To apply online for this exceptional opportunity, please go to:

[www.sccjobs.org](http://www.sccjobs.org).

You are encouraged to include:

1. Resume
2. Contact information for a minimum of three references
3. Letter of interest of no more than three pages explaining why you are the ideal candidate, including specific examples from your experience

**Applications must be received by December 16, 2019, but interested candidates are encouraged to apply as soon as possible as the offering may close as early as 14 days after issue on Nov 18, 2019.** Thorough referencing and background investigation will be conducted once mutual interest has been established.

