COUNTY LIBRARIAN
An Executive Leadership Career Opportunity

Using broad discretion, the County Librarian independently plans; organizes, develops and administers the activities of the Santa Clara County Library District, which is comprised of nine of the cities and the unincorporated area of Santa Clara County. The member cities are Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Milpitas, Monte Sereno, Morgan Hill, and Saratoga. The County Librarian reports directly to the County Executive, while receiving policy and budget direction from a Joint Powers Authority Board (JPA), the governing body of the Library. The JPA is made up of eleven elected officials, including two members of the County Board of Supervisors and nine City council members, representing each of the library district’s jurisdictions.

Some of this position’s typical management responsibilities include formulating library policy on matters relating to Library goals, organization, personnel, materials selection and public relations. The County Librarian is also responsible for analyzing the needs of various member communities and developing library programs to meet those needs, directing and participating in the preparation of the annual budget, maintaining Library buildings and equipment, and speaking before professional, civic and other groups to explain and interpret the Library programs and policies.

The County Librarian is supported by an Executive Leadership team that consists of two (2) Deputy County Librarians, Director of Communications and Marketing and the Financial and Administrative Services Manager. Together they are responsible for an operating budget of $62.4 million and the management of 434 (331 FTE). For more information about the Department CLICK HERE

COUNTY LIBRARIAN
The County of Santa Clara
70 West Hedding Street, San Jose, CA 95110

The County of Santa Clara is an Equal Opportunity Employer and values diversity at all levels of the organization.
The County of Santa Clara is seeking an exceptional leader who possesses substantial managerial and administrative experience as a professional librarian. It is crucial that the County Librarian possess excellent interpersonal and negotiating skills. The successful candidate should also possess a high level of multi-cultural sensitivity, political acumen, and a strong commitment to excellence in providing quality customer served to a diverse population.

**THE IDEAL CANDIDATE**

This position is an extraordinary opportunity and a well-qualified candidate will have considerable education, administrative and managerial experience as a professional librarian involving program planning and participation in policy determination on a system-wide basis in a public library organization.

The Ideal Candidate Will:

- Principles and practices of modern librarianship and of public library administration including technology;
- Principles of intellectual freedom and Patron privacy as well as other laws and regulation relating to library operations;
- Principles and practices of public administration, organization, management analysis, supervision personnel management, employee relations, training and organizational development;
- Practices and techniques of budget preparation, monitoring and control;
- Principles and techniques of management analysis and organizational design necessary to formulate, implement and evaluate administrative policies and procedures;
- Complex project planning methods;
- Techniques of effective community outreach;
- Principles and practices of exemplary customer service.

A Master’s degree in Library Science from an accredited university and a minimum of five (5) years recent administrative level experience managing a public library system and programs.

**FOR A COMPLETE JOB DESCRIPTION**

CLICK HERE
THE DISTRICT

The Santa Clara County Library District (SCCLD) is governed by a joint power authority (JPA) board comprised of nine member cities and the County. Located at the southern tip of San Francisco Bay and home of Silicon Valley, CA, the primary service area of the District encompasses 1046 square miles and is home to 440,400 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, 2 mobile units, and a robust outreach program. The community libraries are in Campbell, Cupertino, Gilroy, Los Altos, Milpitas, Morgan Hill, and Saratoga. The Library District operates with 434 staff (331 FTE) and an annual budget of $62.4 million dollars.

The seven community libraries are at once the community-based service delivery points of the Santa Clara County Library system and the pride of local communities within the County Library District. These full-service community libraries range in size from 23,000 to 60,000 SF.

The Library leadership and staff are enthusiastically committed to ensuring that everyone residing in the District will benefit from the Library and has an ambitious, strategic plan for achieving this vision. The Library has extraordinary support of its communities and the voters. It has willing and resourceful technology partners in the Silicon Valley business and entrepreneurial community. The organization holds a high standard of service and innovation. The Library has consistently ranked among the top libraries in the nation in service, innovation, and performance.
Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. 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.

The County’s population of 1.92 million is the largest in Northern California, one of the State’s most heterogeneous, rich in ethnic and cultural diversity, and enjoys access to all of the attractions of the San Francisco Bay Area. The elected Board of Supervisors establish policies to address issues that affect the day-to-day operation of County government and is responsible for an annual operating and capital improvement budget of more than $9 billion. It adopts ordinances that affect unincorporated communities and oversees the budget. The County operates under a “charter” form of government, which gives the County substantial responsibility and authority. Under this charter, the Board appoints a County Executive to administer County Government. Santa Clara County is the third largest employer in Silicon Valley with approximately 22,000 employees.
**COMPENSATION AND BENEFITS**

$176,073- $225,939
Annually

Salary is dependent upon qualifications and cannot exceed the maximum amount listed.

The County provides a generous Executive Management benefit package:

- **Membership in California Public Employees’ Retirement System (CalPERS)**
  Note: For new PERS members, salaries above a limitation imposed by federal law (current limit per IRS is $126,291): (1) neither the County nor the employee will make contributions to PERS on the portion of salary that exceeds the limit, and (2) the portion of the salary that exceeds the limit is not used by PERS to calculate the retirement benefit. If you were a member prior to January 1, 2013, the limit is $285,000 for 2020. Limits subject to change.

- **Health Insurance**: Kaiser, HealthNet, or Valley Health Plan

- **Dental/Vision Insurance**: Single and family premiums fully paid. Delta or Liberty Dental / VSP Plan

- **$200,000 Double Indemnity Term Life Insurance coverage paid by the County.**

- **Annual Leave**: 36 days per calendar year

- **Annual Leave “Cash-Out” Program**
  Note: New hires between January 1st to December 31st 2020 will be eligible for cash-out opportunity starting January, 2021.

- **12 paid holidays per calendar year**

- **Administrative Leave**

- **Deferred Compensation plan available (Fidelity-457)**

- **Relocation assistance available**

---

**FILING PERIOD AND APPLICATION PROCEDURE**

It is anticipated that this recruitment will close **Friday, March 6, 2020**

To qualify for this exceptional opportunity, please attach the following along with your online application:

- Responses to the online supplemental questions
- Résumé
- Letter of interest explaining why you are the ideal candidate, including specific examples from your experience.

Thorough referencing and a background investigation will be conducted once mutual interest has been established. Prior authorization from the finalist will be obtained by Executive Services.

This recruitment requires the submission of an online application.

[Click Here](#) to apply.

The filing period may be extended further or closed as early as 10 days from the issue date if necessary. Please monitor our website for updated closing information.