Sacramento Public Library is seeking a dynamic, flexible and innovative librarian to serve as the Central Library Manager. The successful candidate possesses creativity and excellent communication skills, is willing to take risks to develop new services, and is able to support and develop a talented and multi-faceted staff.

The Central Library Manager is responsible for system-wide telephone information services in addition to overseeing a busy and thriving library that houses the Sacramento Room, which contains a rich and varied collection of Sacramento-related historical materials; an event space, The Tsakopoulos Library Galleria; and a passport center. In addition, the Central Library is home to many system-wide events, including author visits and an annual Play Summit.

Sacramento Public Library is the fourth largest library system in California, serving more than 1.4 million residents in Sacramento County, including the incorporated cities of Citrus Heights, Elk Grove, Galt, Isleton, Rancho Cordova and Sacramento. The system is a Joint Powers Authority, governed by a 15-member board comprised of elected officials from each of the member jurisdictions, with representation based on each jurisdiction’s population. The Authority operates 28 libraries, including the Central Library in downtown Sacramento, which has nearly 300 staff members, a collection of 2 million volumes and an annual budget of $36 million. More than 700,000 residents have library cards and 8 million items are circulated annually. The Library welcomes more than 4 million visitors annually.

Sacramento is a thriving, just-right-sized city with vibrant neighborhoods, sports and recreation opportunities, and plenty of places to walk and bike. The downtown area is poised to become the entertainment center for the region with the construction of a new arena just blocks from the Central Library. The arena will increase the library’s visibility and enhance its reputation as a destination and community hub.

The Library provides an excellent benefits package and competitive salary, more than 180 hours of paid time off (PTO) per year and 60 hours of management leave. This position is covered by an unrepresented personnel resolution and the salary is within the management broadband.

Ideal Candidate:

Job Description is under revision

PRINCIPAL ACCOUNTABILITIES

LEADERSHIP
1. Models behaviors that engender trust, loyalty and ensure the organization’s continued vitality;
2. Articulates a strong vision of the future and the ability to obtain it;
3. Inspires others to reach for new heights;
4. Sets the tone and direction for the organization;
5. Establishes, articulates and models the values of the organization;
6. Establishes clear expectations and direction for employees to meet departmental and organizational goals; motivates and engages employees through effective communication;
7. Acts with integrity, honesty and professionalism in all interactions;
8. Leads through collaboration, team building, and consultation, mentoring and coaching and models this leadership style for others;
9. Models the enthusiasm, hard-working attitude, competence and commitment to quality and growth expected from others.

MANAGERIAL
1. Develops and implements goals, objectives, policies and procedures for the effective operation of the department;
2. Measures and evaluates work processes, services and products to achieve goals;
3. Sets, communicates and achieves a standard of excellence for department;
4. Works effectively with others within the department and across organizational boundaries;
5. Displays consistency in dealings with employees;
6. Allocates decision-making authority and/or task responsibility to appropriate others to maximize the organization’s and individual’s effectiveness;
7. Sets clear performance expectations for staff, reviews progress, provides feedback and guidance; acknowledges and develops talent; holds others accountable;
8. Builds strong working relationships and a positive work environment;
9. Is receptive to feedback, willing to learn, and embraces continuous improvement.

GENERAL
1. Plans, directs, organizes, and reviews activities of a Central Library or a group of branches throughout the library system; Coordinates and participates in the development of work plans, goals and objectives; recommends and administers policies and procedures;
2. Assigns work activities, projects and programs; monitors work flow; implements policies and procedures; reviews and evaluates work products, methods, and procedures;
3. Selects, trains, motivates, and evaluates personnel; provides or coordinates provision of staff training; works with employees to correct deficiencies; implements discipline and termination procedures;
4. Directly and indirectly supervises staff;
The employee is expected to perform or possess the following:

Knowledge of:
1. Sacramento Public Library’s policies and procedures;
2. Pertinent Federal, State and local laws, regulations and ordinances;
3. Principles and practices of long-term and strategic planning;
4. Effective approaches for choosing a course of action or developing appropriate solutions and/or reaching conclusions;
5. The principles and practices of budget preparation and administration;
6. The principles, practices, and procedures of assigned area of specialty and responsibility;
7. Comprehensive knowledge of modern public library operations, services, and activities; knowledge of current trends and innovations in public librarianship and information delivery, including emergent technologies;
8. The principles and practices of intellectual freedom and the Library Bill of Rights.

Ability to:
1. Act as a representative of Sacramento Public Library to the public;
2. Utilize appropriate interpersonal styles and methods of communication to gain acceptance, cooperation or agreement of a plan, activity, and/or program;
3. Convey information clearly and concisely to groups or individuals either verbally or in writing;
4. Exercise sound judgment and make independent decisions;
5. Be proactive and take prompt action to accomplish objectives;
6. Initiate, facilitate, plan or implement change initiatives; support innovation and creativity; assist employees to accept and resolve challenges resulting from a dynamic environment;
7. Build personal accountability; take ownership for solving problems;
8. Develop, analyze, prepare, monitor and control large and complex budgets;
9. Prepare accurate and reliable reports containing findings, conclusions and recommendations;
10. Anticipate customers’ needs and deliver services by focusing on the customer;
11. Respond to customers in a timely, accurate, courteous, respectful and friendly manner;
12. Maintain a calm atmosphere and effectively handle crisis situations which may occur.

Skill in:
1. Coordinating, facilitating and participating in a collaborative approach to the completion of tasks or assignments or to meet defined goals;
2. Analyzing complex problems or issues, evaluating alternatives and implementing changes;
3. Possessing attention to detail and follow through on tasks effectively and efficiently;
4. Setting and meeting goals and objectives, in short, medium and long terms;
5. Prioritizing and multitasking;
6. Developing and maintaining strong relationships with customers (internal and external);
7. Working independently and as part of a team.

Education and Experience:
1. Master’s degree in Library Science from an ALA accredited university; AND
2. Five years experience in specialty area, including two years in supervisory capacity.

Physical and Environmental Conditions:
Work occurs in a normal office environment with acceptable lighting, temperature, and air conditions. Normally seated, standing or walking at will. Requires repetitive motion in the operation of a computer. Positions typically require frequent verbal communication, talking, hearing, sitting, reaching, keyboarding and repetitive motion of hands/wrists, and handling. Specific vision abilities for this job include close vision and the ability to adjust focus.

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Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, libraries, meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls and observance of fire and building safety regulations. Position requires travel throughout the library service area as well as nationally. May require working irregular hours, including evening and weekend shifts and working at various locations during the course of the workday or workweek. Interaction with library staff, library customers, other libraries, agencies and organizations, or vendors will be necessary to provide and receive information, present programs, or resolve situations or problems. There may be some exposure to angry or hostile individuals.

A valid Class C California Drivers License may be required for some positions at the time of appointment.

Benefits:

This is an exempt, management opportunity with benefits. Some of our benefits include:

- Choice of benefits from: Western Health Advantage, Sutter Health Plus or Kaiser
- 2 different Delta Dental plans
- VSP Vision Plan Option
- Short-Term Disability
- Retirement Health Savings Plan ($30 per pay check)
- Optional ICMA 457 Deferred Compensation
- AFLAC Supplemental Insurance
- Optional Legal Shield
- Recognition Program
- California Public Employment Retirement System (CalPERS)
- Tuition Reimbursement

Please complete CalOPPS.org application and follow the special instructions for consideration. This position is open to the qualified candidates that apply by the 4pm, December 4, 2014 deadline.

Questions: Human Resources humanresources@saclibrary.org

~Equal Opportunity Employer~

Supplemental Questionnaire required