

Compensation and Benefits

The nature and scope of this role incorporates both Library and citywide Cultural Services. City Council is currently reviewing the position title and is expected to rename the position Director of Library and Cultural Services. The salary range for the position is \$112,392 - \$136,620 per year; placement in the range is dependent upon qualifications. The City also offers a comprehensive and competitive benefit package, including:

- ◆ Vacation: Three weeks accrual per year (increases with longevity).
- ◆ Holidays: 12 holidays annually, and two personal leave days.
- ◆ Sick Leave: 8 hours per month; annual cash-out option available.
- ◆ Insurance: Dental and vision fully paid; Kaiser medical plan, rate partially paid by the City.
- ◆ PERS Retirement: "Classic" members of CalPERS participate in a formula of 2% at 60 with 4% of the employee rate paid by the City and reported as special compensation. New members to CalPERS are subject to PEPRA, which includes a formula of 2% at 62, with employee paying one-half of the normal cost (currently 6.2%) contribution. Average of three years is used for final compensation calculation, as well as credit for unused sick leave.
- ◆ Life Insurance: \$100,000. Term life insurance with AD&D coverage paid by the City.
- ◆ Deferred Compensation: 4% City contribution into a 401 or 457 account.
- ◆ Administrative Leave: 128 hours of leave annually. Cash conversion of up to half of unused leave paid each year.
- ◆ Longevity Pay after five years.

For more information on the City of Benicia, please visit the City's website at www.ci.benicia.ca.us.

The City of Benicia is an Equal Opportunity Employer

The Process

To apply for this exceptional career opportunity, please submit (email preferred) a cover letter of interest, resume, salary history and contact information including email addresses for five work-related references (references will not be contacted until mutual interest is established) to:

Bill Avery or Cris Piasecki
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net



The final filing date for this recruitment is December 9, 2016.

A completed City of Benicia application form, a comprehensive background check and a pre-placement medical exam will be required prior to appointment. If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424 or bill@averyassoc.net or Cris Piasecki at 408.234.2025 or crisp@averyassoc.net.



The City of Benicia

invites your interest
for the position of

Library Director

The Community of Benicia

The City of Benicia, a San Francisco Bay waterfront community of 28,000, is known for its small town charm and quality of life and is home to numerous award winning restaurants, schools and parks. Benicia is nestled on the East Bay shoreline in southwest Solano County. The City encompasses 13 square miles and is located 35 miles northeast of San Francisco, and 57 miles southwest of Sacramento.

Benicia has a rich history in California. Founded in 1847, and the third California city to incorporate, Benicia served as the third State Capitol in 1853 and 1854. The City has more than 40 historic sites, including the Benicia Capitol State Historic Park, Benicia Arsenal, the original site of Mills College, the first Protestant Church and Masonic Temple in California.

Recreation is a big part of the Benicia lifestyle. The area features uninterrupted miles of public shoreline, a marina and boat launches for fishing and sailing, and the Benicia State Recreation Area. The City has a beautiful 50-acre multi-use community park and oversees an additional 156 acres of city parks. Benicia is the home to many internationally known artists and acclaimed glass and art studios; events and activities are held in Benicia throughout the year, enjoyed by residents and visitors, individuals and families. Benicia also has Northern California's largest port-oriented industrial park, an expanding business park, and serves as a primary Bay Area center for auto imports.

The City of Benicia is a community with a high level of pride and concern for preserving the quality of life. Residents enjoy low crime, good schools, affordable housing, culture and a wide range of recreational opportunities.

City Government

Benicia is a General Law City and operates under the Council-Manager form of municipal government. The Mayor is directly elected, as are the four Council Members, City Clerk, and City Treasurer, to four-year terms. The City Council appoints the City Manager and City Attorney.

The City operates on a two-year budget cycle with a General Fund of approximately \$36 million and an all-funds budget of almost \$61 million. Approximately 215 full-time employees serve in the city departments of Administration, Police, Fire, Finance, Public Works, Community Development, Library, and Parks & Community Services.

The City's Mission is to provide excellent service. The City Manager seeks an individual who embraces the organization's values of integrity, inclusiveness and collaboration, respect, responsiveness, and teamwork, and who will actively contribute to the executive team through collaborative efforts, a commitment to



the community, and strong leadership skills to help advance the organization's vision.

The Position and Ideal Candidate

The Library Director reports to the City Manager and oversees a well-resourced library with 13 dedicated, long-term employees. The Library is a heavily used, one-branch operation with two divisions -- Public Services and Technical Services. With over 475,000 visits annually, customer service and responsiveness to patrons continues to be a top priority for library staff, who are encouraged to provide extensive community outreach and to identify traditional and non-traditional services and programs that align with the community.



The Library enjoys tremendous community support from an active Friends of the Benicia Library group, the Benicia Library Foundation, a five-person Board of Library Trustees appointed by the City Council, and community funding through a local tax measure that was passed in 2012 with an 82% vote.

The Library Director oversees the City's Arts and Culture Commission, maintaining effective relationships with cultural organizations throughout the City, collaborating on grants, providing guidance working with local government, and supporting arts and culture as a major element in Benicia's community identity. The Library hosts concerts, dance performances, and poetry events, and maintains a permanent art gallery within the Library building. The new Library Director will provide a long-range vision for library services through assessment of best professional practices and community needs in alignment with objectives and policies established by the City, the Board of Library Trustees, the Arts and Cultural Commission, and the Department. The Director will provide forward-thinking, sensitive, creative, and effective leadership, and will be an articulate and persistent advocate for the Benicia Library and libraries in general. The ideal candidate will enjoy being involved in the community; will develop and maintain exceptional relationships with local stakeholders; and will serve as an effective liaison to the Arts and Culture Commission, the Benicia Library Foundation and the Friends of the Benicia Library, capably assisting them to reach their goals. Being a collaborative team player and "big picture" thinker, he/she will bring a fresh new perspective to partnerships, marketing and outreach efforts. The ideal candidate will foster a respectful work environment that supports new ideas and promotes teamwork, encouraging staff development and continuing education.



The Library Director will have expertise in library operations, with strong administration skills in the areas of finance, budget management, planning, project management, resource allocation and personnel. A flair for marketing and public relations, with a successful track record of development and fund-raising are highly desirable. This position requires completion of a Master's degree in Library Science from an accredited library school and five (5) years of professional library work, including two years in a supervisory or administrative capacity. An equivalent combination of experience, education and/or training may substitute for the listed minimum requirements.