



The City of Long Beach

*invites your interest
for the position of*

Manager of Branch Library Services

*Department of
Library Services*



The Community

Ideally located on the Pacific Ocean, the City of Long Beach, California (population 462,257) is frequently described as a series of strong, diverse interwoven small communities within a large city. Enjoying an ideal Southern California climate, Long Beach is home to an abundance of cultural and recreational options. The Long Beach Convention Center, Aquarium of the Pacific, Queen Mary and the annual Toyota Grand Prix of Long Beach, plus a wide variety of other attractions (two historic ranchos, three marinas, and five golf courses), serve to draw 6.5 million visitors a year. The City is also home to California State University, Long Beach and Long Beach City College. Cal State Long Beach is the second largest university in the state and has consistently ranked among the top best value of public colleges in the nation. Serving the K-12 student population, the Long Beach Unified School District consistently ranks among the top 10 urban school districts in the country. Covering approximately 50 square miles, Long Beach is supported by a wide mix of industries with education, health and social services, manufacturing, retail trade, and professional services.



While it offers all the amenities of a large metropolis, many say Long Beach has the added benefit of having maintained a strong sense of community and cohesiveness despite its size. Long Beach is the seventh largest city in California, and celebrates its vibrant diversity. The City proudly promotes a healthy and connected community that supports active living where people of all ages enjoy a walkable, bikeable and livable environment. The City has the following ethnic breakdown: 40.8 percent Hispanic, 29.4 percent White, 13.0 percent Black, 12.6 percent Asian, and 4.2 percent all other ethnicities. A superb climate, quality schools, a vibrant downtown, and a wide variety of neighborhoods help make Long Beach one of the most livable communities in the country.

City Government and the Department of Library Services

The City of Long Beach is a full-service Charter City incorporated in 1897 and functions under a Council–Manager form of government. The City Council consists of nine members, elected by district and a directly elected Mayor. Collectively, they appoint the City Manager, City Clerk and members of all charter-mandated commissions and committees. The City also has an elected City Auditor, City Attorney and City Prosecutor.

The City serves its residents through 22 departments including Police, Fire, Library, Parks, Recreation & Marine and Technology & Innovation. The City also owns and operates a leading deep-water port, offshore and onshore oil production, a gas and water utility, a full-service commercial airport, a public health department, a convention and entertainment center, two historic ranchos, three marinas and five golf courses.

Long Beach currently has a number of complex projects being planned for implementation including a state-of-the-art LEED Platinum Main Library as part of the Long Beach Civic Center development, scheduled for completion in 2019. The City operates on a total FY 2016–17 budget of \$2.6 billion with a General Fund of \$430 million. The City workforce consists of 6,000 full and part-time employees with the majority represented by nine employee associations.

The Department of Library Services consists of the Main Library and 11 neighborhood libraries. The department meets the educational, informational and recreational needs of Long Beach's diverse populace with a variety of

library resources and programs appropriate for patrons of all ages. Specialized services include the award winning Information Center for People with Disabilities, the Long Beach History Collection, the Miller Fine Arts Room, 12 Family Learning Centers, the Studio, a library makerspace and the newly launched Mobile Studio. Residents can access electronic resources, downloadable books and music, the Long Beach Digital Archives and other virtual information 24/7 via the website at www.lbpl.org. The Library Department's annual budget is \$12.6 million with 121 full-time equivalent staff members for FY16-17.

The Position and Ideal Candidate Profile

The Manager of Branch Library Services reports to the Director of Library Services and has management oversight for the 11 neighborhood libraries within the Department. The diverse range of services provided and geographic proximity of branch facilities requires an active, visible and engaged manager to provide cohesive and consistent leadership throughout the operation. This includes a need for mentorship and staff development along with consistency and standardization in operational procedures and processes.

The ideal candidate will be a strategic and visionary, big picture thinker, who facilitates an environment that embraces creative and resourceful change and who offers new approaches to traditional models for programming and service delivery. With 11 direct reports and an overall staff of 65, the Manager must maintain connection through regular and consistent communication with the branch team members.

A key priority is an ongoing focus on the physical infrastructure of branch facilities. The majority were constructed 50-60 years ago and requires various levels of repair, upgrade and modernization. The Manager must coordinate efforts with library staff to balance infrastructure needs with programming and technology needs. This desire to expand administrative, financial and budget capabilities will also lead to greater levels of delegation and autonomy with budget and capital projects. Within the newest neighborhood branch opened in 2016, the challenge is to identify and implement the proper mix of programming and services to best meet patron needs.

As a member of the Library's senior management team, the successful candidate will be a collaborative problem solver, and a relationship based, team player that effectively communicates and shares information with peers and staff. The nature of this role requires an energetic and engaged leader with a passion for instituting positive change in improving systems, practices and processes and will have an absolute commitment to service. It will also require a high level of resolve and courage of conviction in addressing established norms that may need new perspectives.

A strong foundation in the development and administration of budgets, project management and best practices are essential to this role. The successful candidate will be personable, participative, and a good listener and collaborator, with strong interpersonal skills to be able to motivate and energize staff. The ability to maintain effective and harmonious work relationships with all levels of staff, vendors, and the public, is key. As with any local government employee, a high level of ethics and integrity are a must. A Master of Library Science degree from an accredited college or university, with a minimum of five years progressively responsible supervisory experience and/or administrative experience at the level of Senior or Principal Librarian is required.



Compensation and Benefits

The salary range for this position is \$100,000 to \$130,000 annually. Placement in the range will depend on qualifications. The City's compensation package also encompasses an attractive benefits package that includes:

- ◆ Retirement: City offers CalPERS with a benefit of 2.5% @ 55 for Classic members or 2% at 62 for new members as defined by PEPRRA, subject to the limitations set by PERS. Employee pays the employee portion. The City also participates in Social Security.
- ◆ Vacation: Twelve (12) days after one year of service; 15 days after four years, six months of service; 20 days after 19.5 years of service.
- ◆ Executive Leave: Forty (40) hours per year.
- ◆ Sick Leave: One day earned per month; unlimited accumulation; conversion upon retirement to cash credit towards health and/or dental insurance premiums, or to pension credits.
- ◆ Holidays: Nine designated holidays per year, plus four personal holidays to be used at the employee's discretion.
- ◆ Transportation Allowance
- ◆ Health & Dental Insurance: The City offers an HMO and PPO option for health and dental insurance coverage. The City pays major portion of the premium for employee and dependents depending on the health/dental plan selected.
- ◆ Life Insurance: City-paid short-term and long-term disability insurance.
- ◆ Disability: City-paid short-term and long-term disability insurance.
- ◆ Flexible Spending Accounts (FSA): Optional election for employees to reduce taxable income for payment of allowable childcare or medical expenses.
- ◆ Management Physical: Annual city-paid physical examination.
- ◆ Deferred Compensation 457(b) Plan – Optional for employee contribution to a supplementary retirement savings program available through ICMA Retirement Corporation.
- ◆ Technology Allowance: Monthly smart phone stipend.



The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at www.averyassoc.net/current-searches/ to upload your letter of interest, resume, salary history and contact information, including email addresses for five work-related references (who will not be called until after an interview takes place).

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The final filing date for this recruitment is May 12, 2017.

If you have any questions or wish to further explore this opportunity, please contact Paul Kimura at paulk@averyassoc.net or 408.399.4424 or Cris Piasecki @ crisp@averyassoc.net or 408.234.2025.

