Compensation and Benefits

The Altadena Library District provides a competitive compensation and benefits package. The salary for this position is open and negotiable, DOQ. ALD offers a wide range of benefits including:

♦ Retirement: CalPERS, 2% @ 55 for classic members (employee pays 7% of member share), or 2% at 62 for new members enrolled as of 01/01/2013 or afterward (employee pays 6.5% of member share). The District also participates in Social Security.
♦ Vacation: Accrues at the rate of 15 days per year for five years, 18 days per year after five years, 20 days per year after nine years, and 25 days after fifteen years. Full-time employees are also granted 3 days of free (paid) holiday time, granted January 1st. Accruals are pro-rated for part-time employees working at least 20 hours per week.
♦ Holidays: Altadena Library District observes 11 paid holidays per year. Employees are also granted 1 additional paid holiday wherein date is recommended by administration and approved by the Board of Trustees.
♦ Sick Leave: Paid sick leave accrues at the rate of 1 day per month, or 12 days per year. Accruals are pro-rated for part-time employees working at least 20 hours per week. Part-time employees working less than 20 hours per week receive 24 hours (or 3 days) of paid sick leave annually, granted January 1st.
♦ Health Insurance: The District and the employee share the cost of an employee selected health care plan; District pays up to $500 per month.
♦ Dental and Vision Insurance: The District covers 100% of the cost for employee premium.
♦ Life Insurance: $15,000 Life Insurance Policy is provided.
♦ Deferred Compensation: Voluntary program available through CalPERS.

The Process

To pursue this compelling 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 contacted until after an interview takes place).

Paul Kimura or Sam Avery
Avery Associates
3 ½ N. Santa Cruz Ave, Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

The final filing date for this recruitment is July 8, 2019.

If you have any questions regarding this position, please feel free to contact Paul Kimura at 408.399.4424 or by email: paulk@averyassoc.net or Sam Avery at 408.399.4424 or by email: samuela@averyassoc.net.
The Community of Altadena

Altadena is an unincorporated community in Los Angeles County, CA, located north of Pasadena in the San Gabriel Valley and only 14 miles from downtown Los Angeles. The community has over 43,000 residents and enjoys glorious year-round weather and picturesque Southern California scenery.

There are numerous natural attractions in the community centered around the breathtaking hiking trails in the surrounding San Gabriel Mountains. An active Town Council serves as an advisory body to the County government, and a host of artistic, civic and religious organizations bring vibrancy to this unique foothills community. Altadena is home to the famous Christmas Tree Lane, which has been a holiday attraction since 1920 and is a California Historical Landmark.

The Altadena Library District

The Altadena Library District (ALD) is an independent special district that serves the residents of the unincorporated community of Altadena in Los Angeles County. The Library District is supported by property taxes and governed by five locally elected Board of Library Trustees. It operates on an annual budget of $2.7 million with a staff of 34 (26.7 FTE). As the only form of officially elected local government, ALD serves as the hub to the active and engaged community of Altadena.

While the local schools are part of the Pasadena Unified School District, ALD serves five public elementary schools, a middle school, a high school as well as many private schools within the Altadena community. The main library and branch location house a collection of 135,000 print and digital items as well as Spanish language collections for both youth and adults.

Both the main and branch libraries offer a variety of special events and programs for all ages such as story times, Summer Reading Club, a Distinguished Speaker Series, the Second Saturday concert series, an annual art festival, and beginning computer classes, passport and notary processing, and an adult literacy program at the Bob Lucas Memorial Branch Library.

The Position of District Director and the Ideal Candidate Profile

The District Director will be a progressive, responsive and service oriented library professional who provides exceptional leadership and expertise in the management and oversight of library operations. This at-will position is appointed by and works closely with the Board of Library Trustees and will interact with the numerous constituents of the Library including staff, the Friends of the Library, the Library Foundation, and the broader community.

The new District Director will join ALD at an exciting and transformational time for the District. Four newly elected Trustees have provided a reinvigorated sense of mission and a newfound level of energy and engagement in helping ALD move forward. This comes on the heels of previous tension between the former Trustees and the Director, that ultimately led to a divisive separation, polarizing some segments of the community. Now the Board of Trustees is on a path to reunify the user community through the hire of a new Director who will operate as a true partner with the Board and with all library constituents. A seasoned Interim Director, recently retired from another local library system, has provided a stabilizing influence as the library moves through this current transition. The priorities moving forward include the development and implementation of a Strategic Plan, enhancement of relationships with the Friends and the Foundation, expanding community outreach through innovative approaches and programs, and a focus on facilities and technology upgrades to the system.

The new Director will provide a collaborative, active, transparent, and team oriented leadership style that empowers, values and utilizes the expertise of the seasoned and dedicated library staff. A relationship based, empathetic, and engaging interpersonal style is essential to connect with the various partners of the Library as well as the numerous volunteers. An additional component of relationship building will include proactive outreach efforts to the broader community that might not typically seek out or utilize library services. A future vision is for the Bob Lucas Memorial Library to expand its programming and services through greater engagement and community building.

As the chief executive for the District, the ideal candidate will be a passionate advocate for the Library with extensive experience in public libraries and with a commitment to the preservation of public libraries. A forward and innovative thinker as well as a proactive communicator with experience managing a single or two branch library system are expected. He/she will be an excellent communicator, positive change agent, and offer innovative yet pragmatic solutions. The Director will offer a fresh and new set of "eyes" for library operations and provide a renewed sense of energy and enthusiasm to the environment. The successful candidate will have excellent administration skills especially in the areas of budget, finance, and personnel management skills along with technology prowess in providing enhancements to productivity, innovation and efficiency.

This position requires five or more years of supervisory or administrative experience including program planning, development and administration within a public library setting. A Master’s of Library Science degree from a college or university accredited by the American Library Association along with demonstrated knowledge of principles and practices of public administration, including county government, and of the laws applicable to library service in the State of California are also required.