The County of Santa Clara
Invites applications for:

DEPUTY COUNTY LIBRARIAN
FOR COMMUNITY LIBRARY DEVELOPMENT

70 West Hedding Street
San Jose, CA 95110
www.sccgov.org
County of Santa Clara
An Executive Management Career Opportunity
An Equal Opportunity Employer
The Position
The County Librarian seeks a Deputy County Librarian with the intention, commitment, personal and professional characteristics and skills to further develop the community libraries and public services for the future. Library development means dynamically optimizing the service impact of the community libraries. Libraries are more than service points in a system. Libraries are where we engage with our residents to meet their needs, to build strong communities, and to facilitate change for the better.

In collaboration with the County Librarian, the Deputy County Librarian will develop and implement, evaluate and continuously improve an optimum service model, staffing model, and space use model for community libraries. The Deputy County Librarian supervises, develops, coaches the Community Librarians and oversees the community libraries’ personnel budgets of approximately $17 million.

The Deputy County Librarian reports to the County Librarian and is a member of the County Librarian’s executive staff. The executive staff also includes the Director of Communications and Marketing and the Financial and Administrative Services Manager. The Deputy County Librarian, Community Library Development works in collaboration with the executive and management staff to insure a fluid, integrated program of service for residents and an optimal operational environment for residents and staff.

The District
The Santa Clara County Library District (SCCLD) is governed by a Joint Powers 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 1,046 square miles and is home to 440,000 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 services center, its Virtual Library, two bookmobiles, 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 400 staff (250 FTE) and an annual budget of $62.4 million dollars.

The seven community libraries are 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 square feet. The seven Community Librarians report to the Deputy County Librarian. Community Librarians supervise professional support staffs that range in size from 20 FTE to 60 FTE and are responsible for the operation of the libraries.

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.
The Ideal Candidate
This position is an extraordinary opportunity for the professional librarian and experienced manager that wants to make a significant contribution to the community and to library development; to learn and grow in a supportive environment; and to live and play in one of the nation’s most intellectually stimulating regions.

The ideal candidate is:

- Able to be a partner with the County Librarian in community building, community collaboration, facilitation, and community library development;
- A professional librarian and manager who has demonstrated effective leadership in the development, implementation, and evaluation of service models, services, and staff;
- Experienced in library facility planning and space re-imagining;
- Able to help lead the community libraries and the District through change with vision and flexibility;
- Equipped with the analytical skills needed to move the district toward meaningful data collection and evaluation to support planning and decision-making;
- An exemplary leader, supervisor, and coach of staff
- A community-builder that helps staff focus externally
- Authentic, acts in good faith, builds trust, ethical
- A skillful listener and communicator whether speaking or writing
- Positive, team-oriented, collaborative, and facilitative
- Able to identify, address, and solve problems with resilience and humor

A qualified candidate will have a Master’s Degree in Library Science and at least five years of recent and progressively responsible supervisory and administrative experience in a library system.

Note: See the job description for the Deputy Director classification at [www.sccjobs.org](http://www.sccjobs.org)

Compensation and Benefits
$156,909 - $201,305 Annually, DOE

The County provides a generous Executive Management benefit package that includes:
- County participation in California Public Retirement System (CalPERS)
- Health Insurance: Kaiser, HealthNet, or Valley Health Plan
- Dental/Vision Insurance: Single and family premiums fully paid
- $200,000 Double Indemnity Term Life Insurance coverage paid by the County
- Annual Leave: 36 days per fiscal year – Annual Leave “Cash-Out” Program
- 13 paid holidays per calendar year
- Administrative Leave
- Deferred Compensation plan available (ICMA-457)

Santa Clara County and Region
Santa Clara County, sometimes referred to as “Silicon Valley,” is unique because of its combination of geographic attractiveness and social diversity. The region is noted for its physical beauty, hospitable climate, innovation and entrepreneurship, and rich cultural, ecological, educational, and recreational life. It offers a wide-range of choices in lifestyles and places to live: urban, suburban, and rural.
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 1.9 million is the largest in northern California, one of the State’s most heterogeneous, rich in ethnic and cultural diversity, and enjoying access to all of the attractions of the San Francisco Bay Area. There are 15 cities within the County’s boundaries: Campbell, Cupertino, Gilroy, Los Altos, Los Altos Hills, Los Gatos, Milpitas, Monte Sereno, Morgan Hill, Mountain View, Palo Alto, San Jose, Santa Clara, Saratoga, and Sunnyvale.

Santa Clara County is located at the southern end of the San Francisco Bay and encompasses 1,312 square miles. The fertile Santa Clara Valley runs the entire length of the county from north to south, ringed by the rolling hills of the Diablo Range on the east, and the Santa Cruz Mountains on the west. Today, the County is a major employment center for the region, providing more than a quarter of all jobs in the Bay Area. It has one of the highest median family incomes in the country. San Jose is the largest city in the County, with a population of 1 million, and is the administrative site of County Government.

**The County’s Core Values**

- Ethical Conduct ~ Honesty and Integrity ~ Respect for The Individual ~ Fiscal Responsibility ~ A Good Work Ethic that Demonstrates Individual Responsibility, Accountability and Productivity ~ A Commitment to Public Service ~ Diversity and Cultural Awareness

**How to apply for this exceptional opportunity, please provide:**

1. Completed job application;
2. Resume;
3. Contact information for a minimum of three references;
4. Detailed “Letter of interest” as a separate attachment explaining why you are the Ideal Candidate described above, including specific examples from your experience. No more than 3 pages.

Applications must be received by February 7, 2021 but may close as early as 10 days after issue of December 29, 2020. You are encouraged to apply as soon as possible. Thorough referencing and background investigation will be conducted once mutual interest has been established. Prior authorization of the finalist will be obtained by the District.

**Selection Process**

All qualified applications will be screened in relation to the criteria outlined in the job description. The most competitive candidates will be invited to compete in the process. If you have any questions regarding the application process, please contact Executive Services at (408) 299-5851.

This recruitment requires the submission of an online application. [Click Here](https://sccjobs.org/ExecRecruitment) or go to [www.sccjobs.org](http://www.sccjobs.org) to apply!

Inquiries related to the recruitment process are welcome. Please contact:

- Alan Reed | Sr. HR Analyst
  Alan.reed@esa.sccgov.org | (408) 299-5851

Inquiries related to the position are welcome. Please contact:

- Jennifer Weeks | County Librarian
  jweeks@scl.org | (408) 293-2326 x 3001
  Santa Clara County Library District | [www.sccl.org](http://www.sccl.org)
- Services & Support Center | 1370 Dell Avenue | Campbell, CA 95008