



NOW HIRING: **Library Services Managers**



Marin County Free Library provides welcoming, equitable, and inclusive opportunities for all to connect, learn, and explore!



ABOUT THE LIBRARY

The Marin County Free Library (MCFL) serves a community that loves and values its libraries and staff. The 10-branch system is part of a library consortium that includes city, county, and academic libraries, with an annual circulation over two million. MCFL is a special taxing district that operates under the authority of the Board of Supervisors and provides public library services to the residents of the unincorporated areas of the County and the cities of Corte Madera, Fairfax, and Novato. The Marin County Free Library is active in its work towards racial equity, internally and externally in Marin County. For more information visit: <https://marinlibrary.org/>

ABOUT THE OPPORTUNITIES

There are two (2) Library Services Managers (LSM) vacancies; one over Public Services and one over Technical Services. Both serve on the library's Operations and Leadership Teams, with responsibilities for library operations, policy/procedures, meeting the needs of library patrons, and the collective leadership of the library system.

Library Services Manager, Technical Services

The LSM in this role oversees the processes of collections, acquisitions, cataloging, materials selection, delivery, and library technology. They are responsible for managing large budgets (\$500,000 and over) with multiple funding streams, negotiating, and managing vendor contracts, and working with Technical Services staff to identify new technologies and evaluate existing technologies. Upcoming priorities for this position include expanding MCFL's non-English collections, redesigning the Technical Services office to implement an Automated Materials Handling process, and identifying technical tools to support a seamless patron experience. The candidate is looking to create a strong foundation of collections, delivery, and technology to support and uplift the entire library system. The most successful candidate for this position is one who values communication, connection, and creating efficient systems so that their teams can have the freedom to innovate and identify new ways to develop their strengths in meeting community needs.

Library Services Manager, Public Services

The LSM in this role reports to the Assistant Director – Public Services and works in partnership with them to support day-to-day public service operations at the 10 branches of the Marin County Free Library system, two outreach vehicles, programming and events for the library system, and special collections at the Anne T. Kent California Room and Map Annex. Day-to-day operations and responsibilities range from managing

implementation of the MyCard project and System-Wide Scheduling Software, a 10 branch interior refresh service schedule, and Library Beyond Walls Outreach Program revamp, to patron behavior challenges, facility issues, staffing emergencies and more in a multi-branch system open seven days a week. The LSM will lead strategic projects for Public Services and will also monitor performance of Public Services for the library system, which includes ongoing data collection, tracking, reporting and evaluation. The LSM will work closely with library administration and staff in Public and Technical Services in support of enhancements, improvements, and ongoing maintenance needs for all Public Service facilities in the library system.



Our Highly Qualified Candidates: The Library Services Managers will be innovators and strategists committed to public service and establishing exemplary connections with all MCFL staff and multiple communities in Marin. The ideal candidates value engagement with diverse and historically marginalized communities and have experience with service to these communities in a public library system, preferably for large, multi-branch systems. The LSMs excel at communication (both oral and written) and are strategic in balancing day-to-day service demands while coordinating library projects of varying scale that expand Marin County Free Library's excellent service to community members. The LSMs will lead with creativity, enthusiasm, and passion in supporting teams of committed staff to meet the needs of a dedicated community that loves and values its local library system. The ideal candidates will value interaction with multiple levels of staff, center teamwork and respect for others as core leadership skills, and thrive on creating positive, fulfilling, and responsive environments for the staff and public.



Minimum Qualifications: Any combination of education, training and experience that provide the required knowledge and skills. A typical way to qualify is equivalent to a Master's degree in an appropriate library curriculum from an ALA college or university and four years of experience as a professional librarian, which includes two years as a library branch manager or other significant supervisory and administrative experience. Business analysis experience is highly desirable. Incumbents travel to various branch locations and work a flexible schedule which includes evenings and weekends. Please view the [class specification](#) for more information about the required knowledge, skills and abilities.



COMPENSATION & BENEFITS

COMPENSATION: The County of Marin offers an attractive compensation and benefits program. The salary range for this position is up to **\$146,702 annually, DOQ**. The competitive benefits program includes:

RETIREMENT (37 County Act): The County retirement system is authorized by the County Employees Retirement Law of 1937. This plan has reciprocity with CalPERS.

INSURANCE: The County has a cafeteria-style benefits plan that allows employees to choose from a variety of health, dental, vision, life, and long-term disability insurance plans.

LEAVE ALLOWANCES: The County offers generous vacation, personal, management and sick leave benefits plus 10 paid holidays.

DEFERRED COMPENSATION: The County does not participate in Social Security except for a mandatory Medicare contribution. The County does offer a choice of tax deferred 457b plans to which employees may contribute in order to enhance their retirement.

APPLICATION & SELECTION PROCESS

For first consideration please apply online at <https://www.marincounty.org/Jobs> by December 1, 4:00pm PST. Application materials will be reviewed and evaluated as received and the most qualified candidates will be invited to continue in the recruitment process. If you have any questions regarding this recruitment, please contact Alisa Samuel at (415) 473-3706 or asamuel@marincounty.org

APPLICATION DEADLINE & TENTATIVE INTERVIEW SCHEDULE

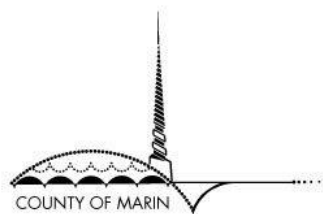
Application Deadline: December 1, 2023

First Round Interviews: December 13 and 15, 2023

Second Round Interviews: January 11/12, 2024

Department of Human Resources
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San Rafael, CA 94903
www.marincounty.org/Jobs
415.473.2126 Jobs@marincounty.org

Marin County Free Library
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The County of Marin is an Equal Employment Opportunity Employer.
Women, minorities, and persons with disabilities are encouraged to apply.