

DIRECTOR OF LIBRARIES

Broward County, FL





THE COMMUNITY

Bordering Southeast Florida's Atlantic coastline, Broward County is the seventeenth most populous county in the nation and the second largest in the Florida. It is located between Palm Beach and Miami-Dade counties, forming the heart of Florida's largest metropolitan area in which 5.6 million people reside. Within the county's 1,220 square miles are 31 municipalities, the largest of which is Fort Lauderdale. Nearly two-thirds of the county is part of the undeveloped Everglades conservation area. Broward County boasts more than 23 miles of pristine Atlantic coastline, and its beaches attract both the local population as well as tourists from around the world. With an average year-round temperature of 77 degrees, Broward County has a tropical climate and is a choice destination for over fourteen million visitors every year.

Broward County's warm climate, demographic diversity, robust and expanding economy, myriad of housing options, excellent schools, state-of-the-art healthcare, and advanced transportation system afford its residents an exceptional quality of life. Broward offers world-famous fine dining, theater, nightlife, and shopping venues, as well as an abundance of recreational activities like golf, deep sea fishing, boating and unlimited opportunities for fun on the beach. The state's second largest public school district is located in Broward County, providing excellent primary and secondary education. In addition, there are many prestigious local and regional colleges and universities offering excellent higher education opportunities.

The Fort Lauderdale-Hollywood International Airport is a part of Broward County, and most major cruise lines operate out of Broward County's Port Everglades, ranked second among cruise ports worldwide. Among Broward's abundant retail shopping options is Sawgrass Mills, one of Florida's largest shopping malls. For the sports enthusiast, Broward is home to the NHL's Florida Panthers, while other major sports teams, like the Miami Heat, the Miami Marlins, and the Miami Dolphins, are just a short drive away.

THE COUNTY

As the chief executive officer of Broward County Government, the County Administrator directs the day-to-day functions of County government under the auspices of the Broward County Board of County Commissioners. The nine-member elected Board of County Commissioners is the legislative branch of Broward County Government. A separation between the legislative and administrative functions of County Government is provided for in the Broward County Charter, which was established in 1975.

As a regional provider of programs and services to its residents and visitors, Broward County employs more than 5,200 employees in 50 different agencies in areas such as transportation, human services, and community enrichment. Broward County's regional services include one of the nation's fastest growing airports, a bustling international seaport, an award-winning library system, an ever-growing transit network, an expanding park system and a variety of community services.

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While the diversity of Broward's population of 1.9 million creates unique opportunities in delivering services and providing information, that diversity also contributes to a dynamic cultural environment that makes Broward County one of the most interesting and robust places in the world to live and work. The County's overall budget is \$4.2 billion with a general fund budget of \$1.1 billion.

THE LIBRARY

The Broward County Library system (BCL) was formed in 1974 with four libraries. Currently, BCL is the ninth-largest system in the nation and offers over 1.5 million square feet of library space at 40 library locations. BCL provides materials and services in a variety of languages for over 1.9 million residents. Over 10 million items were borrowed from the library annually over the past several years. BCL maintains a crucial role in the community and each library location strives to anticipate and meet the needs of its customer base by creating and presenting programs and activities that reflect the community it serves.

BCL's services and programs directly reflect the needs of a diverse community. BCL offers 2,100 computers for public use. Volunteers provide approximately 90 computer classes at library locations monthly.

Broward County is a multicultural community comprised of people from 166 countries of origin that speak 84 different languages. Nearly 1 in 3 Broward County residents come from a foreign country, far exceeding the national average. BCL offers numerous programs that provide an opportunity to our newest residents to practice their English conversation skills. According to the National Institute for Literacy, 22% of Broward's adult population reads at the lowest literacy level. BCL has a literacy program to meet the needs of adult learners through the Each One Teach One program. Ten Literacy Help Centers, with funding provided through a Library Services Technology Act Grant, offered career assistance to over 1,100 adults in the last year.

Public Services: This section provides SUNsational customer service to the diverse population of Broward County, including children, teens, adults, multi-ethnic groups, and newcomers through quality of life program library services, and computer instruction at 40 library locations in person, on the telephone, or through the Libraries Division's website. This section also serves students and faculty at those libraries participating in partnerships with educational facilities, such as public and charter schools, colleges, and universities.

Public Services Section provides:

- Learning Services
- Youth Services
- Outreach Services
- Adult Services
- Staff Development
- Florida Center for the Book
- Afterschool @Your Library
- One-on-one homework help
- Public computers
- Internet access
- Computer classes
- GED test prep
- Adult literacy tutoring
- English language learning
- Citizenship classes
- Job search
- Resume writing assistance
- Materials Lending
- Parenting workshops
- Children's reading festivals
- Summer learning programs
- College SAT/ACT preparation
- Lectures and book clubs
- Art exhibits



Financial and Administrative Services: This section ensures continued efficiency, productivity and compliance with County policies and goals. This section provides fiscal and administrative support to the Division in the areas of financial reporting, collection development, budgeting, cash management, marketing, information technology, contracts, inter-local agreements, grant administration, payroll, personnel processing, purchasing, payment processing, and receiving and delivery of library materials.

Administrative Services: This section provides leadership and direction for communication with County, State, and Federal governments. This section manages the various public services, and financial and administrative activities of the Libraries Division to ensure the continued high level of customer service and compliance to Commission goals and policies.

The Department has about 635 permanent full-time positions, 160 part-time positions and approximately 60 grant-funded positions. The FY16 Adopted Operating Budget is almost \$60.5 million. For more information, please visit: <http://www.broward.org/Library/Pages/Default.aspx>.

For a copy of BCL's strategic plan, please visit: <http://www.broward.org/Publications/Documents/LibraryBusinessPlan.pdf>.

Follow BCL on Twitter @BrowardLibrary.

THE POSITION

The Director of Libraries is responsible for planning, organizing, and directing the activities of the BCL. The Director oversees the administration and direction of the operations of the BCL, including the development of policy, supervision of professional personnel, planning and organization of services to the public and development of administrative procedures.

In addition to administering the County's Library program, the Director directs through subordinates the planning, scheduling and coordination of divisional activities; develops policies, procedures, and priorities to meet established goals; coordinates cooperative practices among participating libraries; coordinates planning of new library facilities; develops, implements and maintains strategic, fiscal and capital improvement plans for the Division; and prepares and monitors the BCL budget and prepares special reports as required. He/She also serves as Library Consultant to participating communities, municipal governments, library advisory boards, school officials and the general public; plans library development programs and initiates them in accordance with accepted policy; addresses groups and prepares reports and informational articles concerning BCL programs; and attends conferences and public and professional meetings.

THE IDEAL CANDIDATE

BCL continues to transition from a traditional library system into an innovative and engaged community resource that thrives on creativity, collaboration and technology. The ideal candidate will have demonstrated success in implementing emerging trends, program management and customer-service performance measures. This person will be able to manage a wide variety of administrative areas such as budgeting, programs and operations, personnel and technology.

This candidate will have outstanding oral and written communication skills. He/She will be active in professional associations, confident when giving presentations and personable. The ideal candidate will be a strong administrator who can expand upon the Library's use of cutting edge technology to better service its customers. This person will be passionate for the evolution of library services and anticipate the unique opportunities, challenges and ideas for BCL.

The ideal candidate will be energetic, goal-oriented and confident. He/She will be able to advocate for programs and initiatives when needed, inspire others and introduce change in an effective manner. This person will also be able to work well with co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, age, gender, ethnicity, disability, sexual orientation, marital status or political affiliation. Additionally, this candidate will be committed to serving the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies.

The primary areas of focus for the next Director of Libraries will be:

- **Customer Service** – Continue to build upon the Library's more customer service-focused staffing model.
- **Program Management** – Be at the forefront of change with regard to the delivery of library services. Be active with professional associations and appropriately implement the newest ideas and trends.
- **Technology** – Continue to move forward and implement more web-accessed services. Lead the implementation of RFID technology into BCL.
- **Partnerships** – Stay engaged with and focused on civic activity. Collaborate with the community and diverse groups such as the Library Advisory Board, Friends of the Library and Library Foundation.
- **Strategic Plan** – Implement and update the Library's strategic plan for FY2016 to 2020.

Qualifying Education and Experience

The required education and training includes a master's degree in library science from a college or university accredited by the American Library Association; and six (6) years of experience in a large multiservice library system, including four (4) years high level supervisory and administrative experience. Experience in a comparably sized complex governmental organization is desirable. Familiarity with the state of Florida Sunshine Law is a plus. Experience working with unions is also a plus.

Candidates will have thorough knowledge of the principles and practices of library science, development and administration; all federal, state and local regulatory requirements applicable to the public libraries system; and the funding process in a municipal environment as related to budgeting, cost accounting, financial planning and management. He/she will be able to plan, implement, and coordinate technical and administrative programs.

COMPENSATION

The salary range is \$111,803 to \$178,437. The starting salary will be based upon the knowledge and experience of the individual selected. The State of Florida does not have a state income tax. The County's comprehensive benefits include:

- **Florida Retirement System (FRS)** - Employees have the choice of two retirement plans: the traditional pension plan with eight years of vesting or the investment plan with one year of vesting.
- **Deferred Compensation** – The County offers a 457 plan offered through three providers: ICMA Retirement Corporation, MetLife, and Nationwide Retirement Solutions.
- **Flexible Spending Accounts** – Medical expense and dependent care accounts.
- **Vacation and Sick Leave** – Leave is accrued for vacation and sick time; additionally 40 hours of administrative leave is granted annually.
- **Holidays** – Ten holidays and two personal days.
- **Insurance Coverage** – The County offers a variety of benefit plans that employees can purchase including Health, Dental, Vision, Flexible Spending Accounts, Long Term Care, Long Term Disability, and Pre-paid Legal.
- **Life Insurance** – The County offers \$25,000 of group term life and AD&D Insurance. Employees can purchase additional life insurance for themselves and their dependents and spouse/domestic partner.
- **Additional Benefits** – Credit Union, Employee Development and Personal Income Protection Plans (AFLAC).

For additional information on benefits, please visit: www.broward.org/benefits.

HOW TO APPLY

Please apply **on-line** at www.allianceRC.com by **July 1, 2016**.

For questions and inquiries, please contact:

Sherrill A. Uyeda or David McDonald

ALLIANCE RESOURCE CONSULTING LLC

400 Oceangate, Suite 480

Long Beach, CA 90802

Telephone: (562) 901-0769

E-mail: suyeda@alliancerc.com

dmcDonald@alliancerc.com



<http://twitter.com/Alliancerc>



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