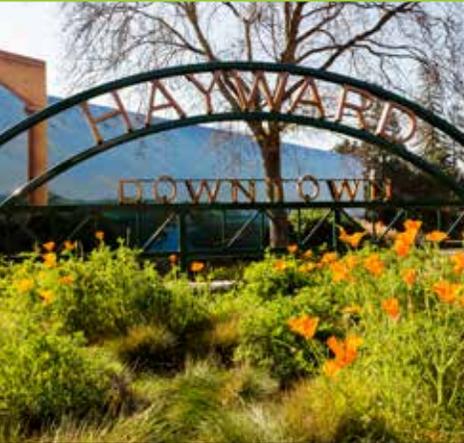


DIRECTOR OF LIBRARY SERVICES

City of Hayward, CA





THE COMMUNITY

The City of Hayward (estimated population 153,600) is located in Alameda County, on the eastern shore of the San Francisco Bay, 25 miles southeast of San Francisco, 14 miles south of Oakland, 26 miles north of San Jose, and 10 miles west of the Livermore Valley. Encompassing 61 square miles that unfold from the Berkeley-Oakland Hills onto the Bay shoreline, Hayward is strategically positioned at the epicenter of a metropolitan area synonymous with innovation, bold thinking, and entrepreneurship.

Hayward is the sixth-largest municipality in the Bay Area and a thriving regional center of commerce, manufacturing activity, and trade. With three international airports—Oakland, San Francisco, and San Jose—within 25 minutes, its own executive airport, two Bay Area Rapid Transit (BART) stops, a central Amtrak station, Union Pacific freight rail, and Port of Oakland facilities, Hayward is perhaps the most connected city in the region.

Known as the “Heart of the Bay,” Hayward has capitalized on its unparalleled location, relative affordability, and a wide range of quality of life benefits to catch the eye of everyone from Fortune 500 companies to young professionals, families, tech startups, and major developers. Hayward is home to California State University, East Bay; a modern City Hall adjacent to BART; historic downtown buildings; a PGA stop championship golf course; an ideal climate, and easy access to the rest of the Bay Area. The City is also home to 10,263 businesses, including 400 biotech, biomed, and life sciences businesses throughout Hayward’s “Industrial Crescent” that provide 95,777 local jobs.

The City continues to plan for the future, maintaining a balance between the needs of its diverse residents and a growing business community. The City is drafting a new Downtown Specific Plan that seeks to create a more pedestrian friendly central core and healthy balance of housing, retail, offices, and restaurants, and update its industrial zoning to support an existing manufacturing base while meeting the needs of new information, technology, and advanced-manufacturing companies and startups.

Hayward ranks among the most diverse cities in the entire state of California and boasts a vibrant mix of cultures and customs. A wide range of community-wide events, supported by volunteers and civic organizations, provide countless opportunities to unify residents in a celebration of community spirit.

To learn more about this dynamic city, visit the City’s website at: www.hayward-ca.gov.

THE GOVERNMENT

The City of Hayward has a council-manager form of government and combines the strong political leadership of elected officials with the strong managerial experience of an appointed city manager.

The Mayor and six Council members represent the residents of Hayward, review public policy, and adopt policies responsive to the community.

The City is led by City Manager Kelly McAdoo and Assistant City Manager Maria Hurtado and is organized into 13 departments including the City Attorney’s Office, City Clerk’s Office, City Manager’s Office, Development Services, Finance, Fire, Human Resources, Information Technology, Library Services, Maintenance Services, Police, Public Works: Engineering & Transportation, and Utilities & Environmental Services.

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The City of Hayward received an AA+ bond rating in 2012 and is a leader in water conservation, water pollution control, and development of renewable energy. The City has an active social media presence, using tools such as Twitter, Facebook, and YouTube to communicate with the community.

The City has a FY2019 Proposed City Budget of \$318.5 million with 895.3 staff positions.

LIBRARY SERVICES

The Library Services Department's mission is to "deliver equal opportunity in education to Hayward residents, preserve and improve the quality of life for all members of the community, and contribute to the ongoing health and success of a thriving Hayward."

The City of Hayward will open its highly anticipated 21st Century Library and Community Learning Center in October 2018. The new 58,000 square foot library will be an anchor destination in the heart of the City's historic downtown district. It is also the most environmentally sustainable project to ever begin construction in Hayward, and will be a net zero energy building, expected to be certified at the LEED platinum level. It will feature a makerspace, digital studio, homework centers for elementary school students and for teens, a café and Friends of the Library bookstore, as well as community meeting space.

As the Department transitions from a traditional library system to an innovative and engaging community resource, it will continue to be responsible for:

- **Public Library Operations** including public access to books, media, and technology; community meeting and gathering spaces; and online resources;
- **Library Programs and Services** including innovative programs that respond to community needs and interests, and lifelong learning opportunities for every Hayward resident;
- **Education Services** including adult literacy; tutoring for Hayward students K-12; and early childhood education and parenting programs; and
- **Administration** including leadership and management of department personnel, resources and operating budget; development of external resources including grants and volunteers to advance City goals and serve Hayward residents; and coordination of activities with other City departments and external agency partners.

The Library Services Department has two facilities, 35 FTE employees and a FY2019 Operating Budget of \$5.8 million. For additional information, please visit: <https://www.hayward-ca.gov/public-library>.

THE POSITION

The Director of Library Services reports to the City Manager and is responsible for planning, organizing, coordinating and directing the operations and activities of the Library and providing highly responsible professional and technical staff assistance.

Typical duties of the position include:

- Plans, organizes, coordinates, and directs the operations and activities of the Library Services Department.
- Directs and participates in the development and implementation of goals, objectives, policies, procedures, and priorities of the department.
- Learns and applies Lean Innovation processes to analyze and develop strategic initiatives.
- Develops library and community service programs to meet community needs.
- Provides or oversees provision of staff support to assigned boards and commissions.
- Responds to and resolve the most difficult citizen inquiries and complaints.
- Develops and implements library systems, procedures and policies.
- Supervises and participates in the preparation and administration of the department budget, maintaining appropriate budgetary controls.



- May be responsible for capital improvement/construction projects, public relations efforts, automated systems enhancements and a variety of other general improvements issues.
- Represents the City, and Library Services Department in the community, City Council, City staff and advisory bodies on City and neighborhood problems and solutions.
- Participates in City management staff meetings with other Department Heads; discuss and review overall City problems and priorities; may serve on special task forces or direct the conduct of projects having a general City-wide impact.
- Coordinates Library Services Department activities with other City departments and outside agencies.
- Selects, supervises, coaches, and evaluates assigned staff.
- Directs grant programs for library and educational services.

The Director will also work with the Library Commission, the Friends of Hayward Library, and the Hayward Literacy Plus Council.

THE IDEAL CANDIDATE

The City of Hayward invites visionary and collaborative leaders to apply for this amazing opportunity to help usher the Department into the next generation of service, partnership and education. The City is seeking professionals with experience in developing and implementing innovative library services and who have demonstrated the ability to support and develop the library's dedicated staff.

The selected candidate will be passionate about library services and excited about their future. The new director will be an excellent communicator and team builder who inspires and develops staff to provide outstanding, innovative service.

The ideal candidate will have demonstrated success in developing efficient and effective services and processes and will understand the importance of team work, inter-department collaboration and inclusiveness. The selected candidate will be able to create new strategies to provide services, implement emerging library trends, and engage the community in a fresh and unique way.

The top priorities of the next Director of Library Services will be:

- **Staff Development** – Expose staff to additional training and develop an environment that embraces professional development. Motivate and inspire the department staff. Develop a long-range plan to retain institutional knowledge and ensure a succession plan is in place.
- **Marketing** – Expand focus on the community aspect areas of the Department. Market the use of community space. Constantly work on educating the public about how they can access information, which is always evolving.
- **External Relations** – Promote both the City and the Department externally to the industry as well as other municipalities. Showcase key accomplishments and advocate for areas for further targeted growth or improvement. Actively participate in regional cooperative library organizations and activities.

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- **Partnerships** – Continue to collaborate with schools to promote educational opportunity. Develop and build relationships with a variety of agencies and organizations.

Lastly, the ideal candidate will be an effective leader, value and build community and employee engagement and demonstrate integrity.

Education and Experience

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Six years of increasingly responsible experience in professional public library administration, and educational service programs, including four years of supervision.

Education: Bachelor's Degree from an accredited college or university with major course work in public or business administration or a closely related field. A Master of Library Science Degree from an accredited college or university is highly desirable.

COMPENSATION

The annual salary for this position is \$160,804 to \$195,478. In addition, benefits are provided which include:

- Choice of CalPERS Medical Plan (with generous employer contribution)
- CalPERS Defined Benefit Retirement Plan (2.5% at 55 for Classic CalPERS members | 2.0% at 62 for New CalPERS members | 3.0% at 50 for Classic Safety members | 2.7% at 57 for New Safety Members)
- Your choice of CalPERS Medical Plan (with generous employer contribution)
- Dental Insurance (plans available through Dental or United Concordia)
- Vision Insurance
- Life Insurance
- Disability Insurance
- Paid Leave
- Paid Holidays
- Flexible Spending Accounts
- Tuition Reimbursement
- Health and Wellness Reimbursement
- Professional Development Reimbursement
- 457 Deferred Compensation Plan (employee paid)
- Other Employee Paid benefits include Aflac, LegalShield, etc.

For additional benefits information, please visit: <https://www.hayward-ca.gov/content/benefits-overview>.

HOW TO APPLY

Please apply **online** by **October 5, 2018** at www.allianceRC.com.

For questions, inquiries or candidate recommendations, please contact:

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