Employment Opportunity
Deputy Director of Library Services
About San Mateo County Libraries

San Mateo County Libraries is a Joint Powers Authority comprised of the cities of Atherton, Belmont, Brisbane, East Palo Alto, Foster City, Half Moon Bay, Millbrae, Pacifica, Portola Valley, San Carlos, Woodside, and the unincorporated areas of the County of San Mateo, covering 351 square miles, a total of 283,000 residents, 76% of whom have library cards. Named a five-star library by Library Journal, the system ranks 1st in California and 3rd Nationally among peer libraries.

San Mateo County Libraries provides a variety of exciting library programs and events for our diverse communities, an amazing family of libraries, and our staff are what makes it so special. We’re champions of learning, sharing, and exploration – it’s our mission and our passion to strengthen our community by creating an inclusive sense of place and an environment for learning.

We seek enthusiastic team players, creative risk takers, and flexible individuals who proactively search for new opportunities to make public library services relevant and equitable to all members of the community. We respect, value, and celebrate diversity, and bilingual skills are always desired. For more information about San Mateo County Libraries, please visit www.smcl.org.

About San Mateo County

San Mateo County provides a picturesque setting, combined with an incredible array of activities, which truly represent the California lifestyle at its finest. Bordered on the west by the majestic Pacific Ocean, on the north by San Francisco, on the east by the scenic San Francisco Bay, and on the south by the world famous Silicon Valley, San Mateo County offers a wide range of recreational pursuits, economic opportunities and numerous attractions. Residents of the County enjoy a diverse, multi-cultural citizenry, cosmopolitan ambiance, temperate climate, clean air, rural open space, and a geographic location in the heart of the San Francisco Peninsula.
Deputy Director of Library Services (Open and Promotional)

Salary: $156,332.80 - $195,436.80 Annually

Position: San Mateo County Libraries is seeking candidates for the position of Deputy Director of Library Services. The Deputy Director is an executive management position, which reports directly to the Director and plays a key role in the administration and delivery of library service. This position oversees the work of thirteen community libraries and has systemwide responsibility for developing and implementing strategies and services focused on creating an outstanding customer service experience. San Mateo County Libraries has operating expenses of over $47 million per year, and employs a total of 146 permanent staff and 150-250 extra help and limited term staff.

Tentative Recruitment Schedule
Recruitment opens: November 10, 2022
Closes: December 15
Screening: Week of December 19
Interviews: Week of January 9
Job Number: D142B

The ideal candidate will possess the following knowledge, skills, and abilities:

- Administrative principles and practices, including goal setting, program development, implementation, and evaluation
- Demonstrate strong management skills (with solid resource management and financial skills), a sound understanding of public library management, and knowledge of city and county governments
- Think strategically and use creative and collaborative approaches to problem-solving and decision-making
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; manage teams and set priorities to meet critical time deadlines
- Visualize, design, and deliver non-traditional and innovative library services that meet the needs of the community
- Support equity, diversity, and inclusion in community engagement, programming, and outreach efforts
- Ability to adapt in fast-changing environments and a willingness to take risks and consider new and untested approaches
- Contribute to organizational success by welcoming feedback and creative problem solving
- Superb communication skills and the ability to build cooperative working relationships using effective collaboration skills to involve others, build consensus, and make decisions
- Inspire, motivate, and mentor others
- Imagination, curiosity, and sense of humor

Qualifications

Education and Experience: A master's degree or recognized equivalent degree in library science from an ALA accredited college or university is required and five years of increasingly responsible library experience performing a wide variety of duties related to management including one full year in a senior level administrative or management position.

This position is full time, 40 hours per week, based out of our Library Administration Office in San Mateo, CA. San Mateo County Libraries supports telework and a healthy work-life balance. Work in this position is primarily onsite and may include occasional nights and weekends.

Supplemental Questionnaire

Applicants for this position are required to submit responses to a Supplemental Questionnaire, which is part of the Employment Application form. Your responses will give us additional information about your background and experience related to this position, will weigh heavily in the screening process, and will be used in the selection process. Resumes are encouraged but will not be accepted as a substitute for your responses to these questions.

- Please describe your interest in the position of Deputy Director of Library Services and detail how you qualify for the position.
- Describe a situation where you led a major innovative change in a library setting. How did you address the needs of staff, customers, and other key stakeholders?
- What have you done in your organization to support and develop staff and create an environment that fosters risk taking and creativity? Please provide a specific example.
Application / Examination

This is an open and promotional recruitment. Anyone may apply.

To Apply

Important: Applications for this position will only be accepted online. If you are currently on the County’s website you may click the “Apply” button.

If you are not on the County’s website please go to https://jobs.smcgov.org to apply. Online applications must be received by the Human Resources Department before midnight on the final filing date.

The Process

The examination process will consist of an application screening (weight: pass/fail) based on the candidates’ application and responses to the supplemental questions. Candidates who pass the application screening will be invited to a panel interview (weight: 100%). Depending on the number of applicants an application appraisal of education and experience may be used in place of other examinations, or further evaluation of work experience may be conducted to group applicants by level of qualification. All applicants who meet the minimum qualification are not guaranteed advancement through any subsequent phase of the examination process.

Note: The eligible list create from this recruitment may be used to fill other future vacancies.

The County of San Mateo is a diverse, inclusive workplace, where employees are valued and respected for their different perspectives, experiences, backgrounds, and contributions.

We are proud to be an Equal Employment Opportunity Employer.