COMPENSATION & BENEFITS

Annual Salary: $134,720 to $203,910
The appointee will receive an annual salary, commensurate with qualifications, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs. Relocation expenses may be considered.

THE PACKAGE INCLUDES:

- **Retirement Plan** – New appointees will participate in a contributory defined benefit plan.

- **Cafeteria Benefit Plan** – The County funds its cafeteria plan using a tax-free contribution of an additional 14.5% to 17% of the employee’s monthly salary.

- **Flexible Spending Accounts** – In addition to tax-free medical and dependent care spending accounts, the County contributes $75 per month to an employee’s dependent care spending account.

- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.

- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee’s salary.

- **Holidays** – 12 paid days per year.

HOW TO APPLY

This position will be open from June 15, 2018, until filled. First consideration will be given to those who apply by July 13, 2018.

Please go to: https://bit.ly/2Mu8VXV and submit your application, cover letter, resume, record of accomplishments, and verification of degrees,

For confidential inquiries, please contact:
Bill Dukes
Department of Human Resources
Talent Acquisitions
(323) 428-0708
wdukes@hr.lacounty.gov
THE COUNTY

With a population of more than 10 million people and 88 cities, Los Angeles County has more residents than any county in the nation.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. The County employs nearly 112,000 full-time personnel to serve its diverse population.

Selected by Forbes Magazine as one of America’s Best Employers of 2018, the County has an annual budget in excess of $30 billion with 35 major administrative units or departments serving the needs of the County’s residents.

THE LIBRARY

LA County Library, established in 1912 under the County Free Library Act, is a special fund department operating under the authority of the County Board of Supervisors. LA County Library is one of the largest and most innovative library systems in the US. It offers free public resources including books, music, multimedia materials, computer and internet access, and educational and recreational services to 3.4 million residents through its 87 libraries and mobile fleet of 19 vehicles. LA County Library is dedicated to reducing barriers and increasing access to and equity of public services for all.

LA County Library seeks to attract and retain a high performing and diverse workforce in which employees’ differences are respected and valued to better meet the varying needs of the diverse customers we serve. The Library fosters a diverse and inclusive work environment that promotes collaboration, flexibility and fairness, so that all individuals are able to participate and contribute to their full potential.

LA County Library continues to grow and change in the 21st century, realizing its strategic initiatives:

- tell the library story;
- affirm the library as a center for learning;
- expand and support the digital library;
- support and cultivate the community's creativity;
- develop the library as a center for community engagement; and
- develop a staff prepared for the future.

The Library provides platforms for both traditional learning and unexpected collisions of creativity. We continue to expand services both inside and outside the library walls, nurturing community imagination and increasing opportunities for all.

THE OPPORTUNITY

The Assistant Director, Library has immediate charge of a major branch of LA County Library. Reporting to the Chief Deputy County Librarian, she or he provides professional and administrative direction to subordinate managers, professional librarians, and all other personnel staff involved in providing community library services to adults and youth in the unincorporated areas and cities served by the County Library District. The Assistant Director, Library thoroughly knows library administration and library programs, policies, and procedures. She or he also possesses extensive knowledge of general management and supervision theories and practices; personnel, public and employee relations principles; budget administration; operations forecasting and planning; and administrative and organizational principles.

QUALIFICATIONS

EDUCATION

The Assistant Director, Library must have been awarded a Master's degree in Library or Information Sciences (MLS/MLIS) or equivalent, from a program accredited by the American Library Association; or a master’s degree in Education, Education Administration, Child Development, Social Work, Sociology, or a closely related field.

EXPERIENCE

To qualify, a candidate must either have:

4 years of professional library experience, 2 years of which must have been as an Assistant Library Administrator or higher.

OR

5 years of progressive senior management experience as a head of a division managing or assisting in the management of a library system; or, managing multiple public service programs, or program development and project management in a non-library organization; or, administrative or management experience in education at the level of assistant principal or above. 3 years of this experience must include coordinating the development, implementation, evaluation and maintenance of a comprehensive youth and/or adult program focused on education in an educational institution, public or academic library system or government agency.

LICENSE

A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

QUALIFICATIONS

- Extensive experience and understanding of public library management principles, including awareness of current national and local public library trends.
- Extensive knowledge of the techniques and principals of education, teaching and training.
- Experience developing and articulating a strategic vision in response to environmental and operational challenges and experience obtaining broad-based consensus and support for the implementation of the organizational vision.
- Experience solving problems related to procedure, organizational and management policies; budget; capital projects; compensation; systems and other administrative areas.
- Leadership experience in directing subordinate managers involved in program, organization, fiscal and personnel management.
- Extensive experience with educational coaching, curriculum design and implementation.
- Excellent oral communication skills which result in clear and concise direction and explanation to others.
- Demonstrated team-building skills to foster excellent customer service.
- Knowledge of the utilization of automation systems to streamline processes.
- Experience working in a leadership capacity with diverse groups.
- Experience interacting with elected and public officials, other department executives, community groups/ stakeholders, and public and private agencies.