COMPENSATION & BENEFITS

Annual Salary: $116,946 to $177,008

The appointee will receive an annual salary, commensurate with qualifications and earning history, as well as an excellent program of benefits that allows employees to choose the benefits that meet their specific needs.

The package includes:

- Retirement plan - a contributory defined benefit plan
- Cafeteria Benefit Plan
- Flexible Spending Accounts
- Savings Plan (401K)
- Deferred Compensation Plan (457)
- Holidays - 11 paid days per year

HOW TO APPLY

This position will be open from **February 11, 2016**, until filled. First consideration will be given to those who apply by March 2, 2016.

Please go to: http://bit.ly/1KMqoWC and submit your application, cover letter, resume, record of accomplishments, verification of degrees, and current salary.

For confidential inquiries, please contact:

Bill Dukes
Department of Human Resources
Talent Solutions Division
(213) 974-2454
wdukes@hr.lacounty.gov

ADMINISTRATIVE DEPUTY II

Los Angeles County Public Library

I'm Skye Patrick, County Librarian. With all the exciting advances happening in library services now, more than ever is the best time to join our team! We look forward to your inquiry and interest in the County of Los Angeles Public Library.

County Of Los Angeles Public Library

THE COUNTY

The County of Los Angeles, listed on Forbes' Best Employers 2015, has a demographically and geographically diverse population of more than 10 million residents. As the largest employer in Southern California, over 100,000 employees in more than 35 Departments provide vital and wide-ranging public services. County libraries provide library service to over 3.5 million residents living in unincorporated areas and to residents of 50 of the 88 incorporated cities of Los Angeles County, with services extending over 3,000 square miles.

THE PUBLIC LIBRARY

ACCOMPLISHMENTS

As one of the major libraries of our nation, the County of Los Angeles Public Library is a center of learning and community engagement. The Library's mission is to "provide our diverse communities with easy access to the information and knowledge they need to nurture their cultural exploration and lifelong learning." As such, the Library provides many resources, including literacy services and programs for families and children.

These include:

- Cultural Resource Centers that support research and studies regarding the experience of a number of cultures central to Los Angeles County.
- Homework help and after school programs.
- Aiding residents with literacy, health and financial wellness, obtaining citizenship and tax preparation and reporting.
- Family places for babies, toddlers, and pre-school age children and their parents.

BE A PART OF OUR FUTURE

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

THE OPPORTUNITY

The Administrative Deputy II directs the Public Library's administrative operations through subordinate managers in fiscal, human resources, contracts, procurement, and general staff services to support the County's library system.

THE QUALIFICATIONS

The successful candidate will have a Bachelor's degree in Business Administration, Public Administration, Management, or a closely related field from an accredited college or university.

Additionally, to qualify, the applicant must possess either:

- Three years of highly responsible experience managing through subordinate managers, a major division providing budget, personnel, or other administrative services; or
- Five years of highly responsible experience supervising professional staff providing budget, personnel, or other administrative services.

Desirable qualifications include:

- Knowledge of and experience in preparing County budgets, monitoring expenditures, and managing contracts; interpreting legislation related to grant funding and governmental finance.
- Experience in managing a variety of administrative, human resources, and other support functions in both staff and line capacities.
- Experience in effectively directing, supervising, and evaluating the work of professional and technical personnel in a unionized environment.
- Management experience in promoting and managing change or developing and implementing strategic goals.
- Experience in dealing with County officials and outside agencies in order to implement County services and programs.
- Strong and effective oral, written, and interpersonal communication skills when dealing with public officials, other public agencies, legislative bodies, community groups, private and non-profit agencies, stakeholders and the public.
- Master's degree in Business Administration, Public Administration, Management or a closely related field from an accredited college or university.