Yolo County, CA

# (Woodland, CA)

County Librarian

# The Community

Yolo County, California, with a population of just over 215,000, is a naturally beautiful and richly diverse county. It is one of the leading agricultural producers in the nation. The County’s 661,000 acres in Northern California are used primarily for farming and ranching. The Capay Valley is one of the leading areas in the nation for organic farming.

While agriculture is Yolo County’s primary industry, nearly 85% of the County’s population lives in the four cities of Davis, West Sacramento, Woodland, and Winters. With a swiftly growing population, Yolo County is making the transition from a Central Valley agricultural county to one with a substantial suburban character. It is an increasingly diverse county with 23% of the population born outside the United States. One in five K-12 students is an English language learner.

An abundance of academic and cultural resources are located within the County. Among them is the University of California, Davis. Located on its 35,000 acre campus is the Mondavi Center for the Performing Arts, a world-class performance center and concert hall.

Recreational activities include whitewater rafting and kayaking along Cache Creek, bicycling on scenic country roads and premier bike paths, and fishing and water-skiing along the Sacramento River. West Sacramento has an AAA professional baseball team, the Sacramento Rivercats, and nearby Arco Arena is the home court for the Sacramento Kings NBA team.

The County seat in Woodland is located just 20 miles northwest of the City of Sacramento, the State Capital. Yolo County’s proximity to Sacramento International Airport as well as to two major interstate highways places it within a major transportation hub of the state. The County is within driving distance of the San Francisco Bay Area, the

Napa-Sonoma wine region, and the pristine mountains and ski resorts of Lake Tahoe and the Sierra Nevada.

## Farmland Preservation

Yolo County is committed to the preservation of open space, habitat and historical resources including water and agricultural resources for the continued benefit of the residents of the County.

## Open Space and Resource Conservation

Complementing County efforts to preserve its farming and open space heritage, the County is keeping natural resources conservation high on its priority list. Through on-going efforts as well as an update of the General Plan, Yolo County aims to safeguard agriculture and open space, while creating additional nature preserves and educational opportunities. Currently the County owns 250 acres where wildlife is protected, and holds habitat easements on an additional 180 acres. These sites have been carefully selected to maximize a wide array of ecological benefits without impacting nearby urban and agricultural uses. Habitat conservation is occurring on numerous sites throughout the County.



# The County Government

Yolo County is one of California’s original counties and operates under General Law. The County is governed by an elected five-member Board of Supervisors who serve four-year terms. The County is organized into functional areas including: General Government, which includes the Library Department and the County Archives and Records Center; Law and Justice Services; Health and Human Services; Planning, Resources and Public Works; and Agriculture.

Yolo County has a staff of approximately 1,517 employees. The fiscal

year 2016-17 budget is approximately $372 million.

# The Yolo County Library

The Yolo County Library was established in 1910, the seventh county library to be established in California. The Library provides public library services to all areas of the County, except the City of Woodland. Branch libraries are located in Clarksburg, Davis, Esparto, Knights Landing, West Sacramento, Winters and Yolo.

The mission of the library is to provide access for all to books, information technology and other media to inform, entertain and inspire. The branches serve very diverse communities. They range in size from a small Carnegie building of 1,000 square feet located in the rural community of Yolo, to a large renovated facility of 30,000 square feet located in the suburban academic community of Davis.

The libraries are open a combined total of 283.5 hours per week, seven days a week. There are 97,007 registered borrowers and a collection of 347,604.



Circulation for FY 2015-16 was 1,289,948.

A central support operation in Woodland includes library administration, technical services, and the Archives and Records Center.

The Library Budget for fiscal year 2016-17 is $6,590,483, an increase of 1.4% over the prior year. The major source of revenue is a dedicated property tax. Other sources of revenue include the Davis parcel tax, City support, and the remainder is from the countywide general fund, Friends of the Library, grants and use of the reserves. There are 39.3 regular FTE funded in the current budget plus approximately 80 employees that work for the library in an extra-help capacity. The library materials budget is equivalent to 8% of the operating budget for 2016-17.

The library has a Services and Facilities Master Plan that is currently being updated, as the Library Strategic Plan that was updated in 2013. 

Major projects underway for fiscal year 2017/2018 include: re-design and construction of the Yolo Library; the renovation and possible addition to the Archives and Records Center; the construction of the South Davis Library pending the provision of funding can be secured.

# Strengths of the Library

* The Library has made purposeful efforts to build a more diverse staff, the cultural competency of the staff, and to take the community’s perspective in designing services and programs that attempt to be inclusive of the County’s diverse communities and populations.
* Significant partnerships which are evident in the relationships with the cities, the schools, the many Friends of the Library groups, and numerous other organizations and entities.
* The current facilities of the Library, which have been forged through partnerships, and the ambition to improve upon and build additional facilities.
* Commitment to staff development and organizational development which has cultivated a more positive, creative, and more knowledgeable staff. This is also evident in improved service offerings and customer service, including to those previously unserved or underserved by the Library.
* The Library is the custodian of the County archives and the County Librarian is the County Archivist. The Archives is a rich, promising resource with content that is unique to Yolo County.
* The commitment of the County Board of Supervisors, the Friends Groups for each branch and the Archives, the staff, and partners which are the result of persistent patient fostering of relationships through several decades.

# The Position

The County Librarian serves at the pleasure of the appointing authority and is responsible for managing and directing a balanced county library system that includes a comprehensive program of library services. Policies are set by the County Board of Supervisors and general administrative direction is provided by the County Administrator. The County Library Advisory Board advises the County Board of Supervisors and the County Librarian. The County Librarian is also the county’s chief archivist.

## Essential Functions:

* Evaluate community needs and coordinate with community-interest groups, elected officials, county administration, library staff and others to determine the scope and nature of the services provided in each service area in regard to operating hours, relevance of collections, programs, new or expanded facilities and services required in light of changing social conditions and best practices for providing library services
* Develop a plan to integrate current and new technology to provide users with greater access to technology;
* Support building projects, ensuring timely advancement of projects and oversight of funding possibilities;
* Participate in the nurturing and development of local library support groups, including Friends of the Library and the County Library Advisory Board;
* Plan, develop and implement goals and objectives for library programs and services, and develop strategies to achieve department goals;
* Prepare and administer grants and other proposals which provide funding, and develop implementation plans to ensure adherence to grant requirements;
* Plan, manage and coordinate library activities and services, and pursue joint agency activities to expand library services;
* Promote library services, programs and needs to the public, businesses, schools, colleges, library support groups and other interested agencies; oversee the development of library promotional materials and activities; participate in a wide range of public and community functions designed to promote library programs and services;
* Select, train, mentor and evaluate staff;
* Direct the preparation of and administer each service area budget; and
* Participate and encourage staff participation in the activities of professional library organizations.

# Make a Difference

There is a tremendous opportunity and the authority for innovation in resolving the challenges facing the County Library, the communities, and the County as a whole. This is a system with the potential for growth, the commitment to build, knowledgeable staff to collaborate with partners, and broad-based support across the County which provide opportunities to make a positive difference.

The County Librarian will have the authority of the County leadership to lead the Library to the next level, a base of dedicated funding, strong Friends groups and community support, a high level of employee engagement, and the opportunity to make a difference in a County that will appreciate it. The Board of Supervisors value the good standing and positive impact of the Library in the community, and are cognizant and supportive of the Library’s needs.

This position promises to be professionally rewarding not only for its potential to improve the quality of library service in Yolo County but for its potential to influence regional and statewide library development. Yolo County’s proximity to the State Capitol, state government, and the State Library give the County Librarian access to a broader leadership role which is a benefit both to the selected candidate as well as to the County.

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# Candidate Qualifications

## Education and Experience

* **Education:** Master’s Degree in Library Science, Library Information Services, or related library field or equivalent from an accredited graduate school of Librarianship; **AND**
* **Experience:** Seven years professional library experience, with proven management and supervisory experience; **AND**
* **License:** Possession of a County Librarian’s certificate issued by the California State Board of Library Examiners.

## Ideal Candidate Characteristics

The ideal candidate should demonstrate the following characteristics:

**Leadership**

* Astute when setting the direction and development of the Library throughout the County
* Strategically innovative when determining services that will be provided to various communities
* Authoritative in knowledge but flexible and adaptive in determining a course of action
* Champions the Library and its purpose in the County

**Administrative Excellence**

* Ability and acumen to master the complex financing of the Library
* Aptitude for the building process from community engagement through project completion
* Committed to staff development, talent development, and cultural competency
* Results-oriented and results-competent in service, staffing, and facility development

**Innovation**

* Resourceful in garnering funding opportunities for the Library
* Designs solutions that result in significant gains for the unserved and underserved
* Imaginative, creative, intelligent and critical thinker

**Industry Expertise**

* Practical experience running a multi-branch public library system
* Knowledge of industry trends and issues, as well as technological innovation
* Broadly read, including professional literature

In addition to the characteristics listed above, the ideal candidate should also be an excellent communicator, positive, authentic, respectful, approachable, and demonstrate the ability to cultivate and sustain relationships. Key personal characteristics also include self-awareness, diplomacy, political savvy, patience, enthusiasm, and tireless energy for the mission of the Library. The successful candidate will also demonstrate a sensitivity to regional issues, appreciate the diversity of Yolo County, and be committed to the County and the communities that are served by the Library.

# Compensation

Yolo County offers a competitive salary for this position dependent upon the qualifications and experience of the selected candidate. In addition, an annual automobile allowance of $6,840 is included.

The County provides a Medical Benefits Package of $25,454 annually for health, dental and vision insurance benefits. The County also offers additional employee benefits which include:

* CalPERS Retirement program 2.5% @ 55 (Classic Members) or 2% @ 62 (New Members), with the Employee paying a percentage of salary toward retirement (Classic Members: approximately 8% / New Members: approximately 6.25%)
* $50,000 Life and AD&D policy.
* 80 hours of vacation annually increasing to 104 hours after completion of five years of service.
* Sick leave of 12 days per year.
* 80 hours of Administrative Leave each fiscal year.
* 32 hours floating holidays each fiscal year.
* 10 ½ days paid holidays annually.
* Vacation Buyback of up to 96 hours after completion of three years of employment.
* Deferred Compensation. – The County provides $500 each calendar year when a Department Head defers $500
* County Disability Insurance – Eligible for short-term disability benefit at 85% of salary

# To Be Considered

To apply for this exciting career opportunity, please submit your cover letter and detailed resume and cover letter via U.S. mail, fax or email to:

Gina Rowland, Director of Human Resources

County of Yolo - Human Resources Office

625 Court Street, Room 101

Woodland, California 95691

Phone: (530) 666-8055

Fax: (530) 666-8049

Email: [jobs@yolocounty.org](mailto:jobs@yolocounty.org)

Should you have any questions with regard to your own interest, or a recommendation of a colleague, please contact Gina Rowland at (530) 666-8055 or Jenny Brown at (530) 666-8328. **The deadline to apply for this position is Friday, April 28, 2017.** Resume submissions will be reviewed in accordance with the criteria outlined in this brochure and candidates with the most relevant qualifications may be contacted for additional discussion and screening. Candidate interviews are tentatively scheduled to proceed in May 2017 after all resume submissions have been screened.

***The County of Yolo is an Equal Opportunity Employer***