

COUNTY OF YOLO

INVITES APPLICATIONS FOR

County Librarian





The County

Yolo County, California, with a population of just over 220,000, is a naturally beautiful and richly diverse county. It is one of the leading agricultural producers in the nation with 661,000 acres that are used primarily for farming and ranching. The Capay Valley is one of the leaders in the nation for organic farming.

An abundance of academic and cultural resources are located within the County, such as the University of California, Davis with 35,000 acres and 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 bike paths, and fishing and water-skiing along the Sacramento River. The Sacramento Rivercats baseball team is located in West Sacramento and the nearby Golden One Center is home to the Sacramento Kings basketball team.

The County seat is located in Woodland, which is just 20 miles northwest of the State Capitol of Sacramento. Its proximity to the Sacramento International Airport and two major highways places Yolo County within a major transportation hub, as well as within two hours driving distance to the San Francisco Bay Area, Napa-Sonoma wine region, and the pristine mountains and ski resorts of Lake Tahoe and the Sierra Nevada.

Yolo County is one of California's original counties. The county seat is located in Woodland, which is just 20 miles northwest of the State Capitol of Sacramento. The county is governed by an elected Board of Supervisors consisting of five members, and is organized into functional areas including General Government; Community Services; Law and Justice System; Health and Human Services; and Capitol Projects.

The County has a recommended budget of \$667,609,455 for fiscal year 2022-23 and more than 1,800 funded full-time equivalent positions. The 2020-2025 Strategic Plan guides the governance of Yolo County and includes the following five key goals:

- ◆ Thriving Residents
- ◆ Safe Communities
- ◆ Sustainable Environment
- ◆ Flourishing Agriculture
- ◆ Robust Economy

The Yolo County Board of Supervisors will use the Strategic Plan to align goals and actions, set policies, and prioritize funding and resources.

The Yolo County Library

The Yolo County Library's service area consists of 160,000 residents and serves the entire county except for the City of Woodland, which has city-funded public library services. Branch libraries are located in Clarksburg, Davis, Esparto, Knights Landing, West Sacramento, Winters, and Yolo. A satellite branch is located in South Davis at Montgomery Elementary School. Library Administration, Technical Services, Archives, Records Center, and the Yolo County Historical Collection are located in Woodland at the Shipley Walters Center for Yolo County Archives and Library Services.

The recommended budget for the Library for fiscal year 2022-23 is almost \$12,000,000 and the major source of revenue is a dedicated property tax. Other sources of revenue include the Davis parcel tax, city support from Winters and West Sacramento, joint use agreements with local school districts, the Countywide general fund, Friends of the Library and Library Foundation donations, local and state grants and use of the reserves. There are currently 41 regular employees as well as a large group of employees that work in an extra-help capacity. The Yolo County Library is committed to supporting a diverse and inclusive employee workforce that is reflective of the population and who are knowledgeable, encouraging and continually supporting of communities in the region and deliver quality services to all customers.

www.yolocountylibrary.org.

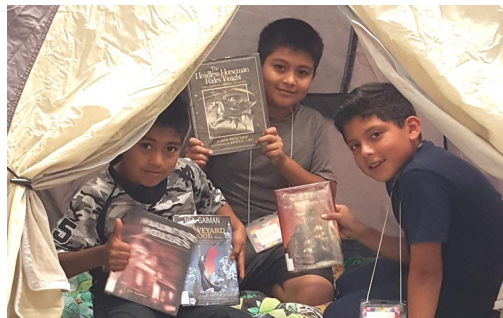
Yolo County Library offers the following free services: a robust and updated collection of print and digital materials, Link+, Books by Mail, Zip Books, Internet and Wi-Fi access, use of computers and software applications, community meeting and group study rooms, adult and early literacy support, multilingual storytimes and parent/caregiver education workshops, homework and research assistance, reference services and oversight of the County Archives, Records Center, and the Yolo County Historical Collection.

The Library launched an extensive strategic planning effort in 2020 and 2021, including a community survey to which 2,350 residents responded, a staff survey and listening sessions, as well as stakeholder interviews with dozens of local leaders. Based on this feedback, the Library established the following [Strategic Priorities for 2022-2027](#) to position the Library as a future-focused, responsive and inclusive organization:

- Ensure Residents Read and Thrive
- Help Lifelong Learners Succeed
- Offer Programs and Services that Strengthen Community Connections
- Maximize our Impact on Community Development
- Support and Promote the Yolo County Archives, Records Center and Historical Collection

In addition, the Library updated its [Facilities Master Plan](#) in 2018 to plan for library services to meet the evolving needs of Yolo County residents through 2035. Recently completed capital projects include the construction of a new Yolo Branch Library, a \$2 million renovation of the Archives and Records Center facility, extensive interior renovations of the Clarksburg, Knights Landing and Esparto branch libraries, as well as interior enhancements to the Winters, West Sacramento and Davis libraries.

The Yolo County Library Advisory Board has proclaimed: "No matter where you come from, everyone is welcome at Yolo County Library." The Yolo County Library is committed to supporting diversity, equity, and inclusion and embraces all spoken and signed languages, all races and ethnicities, all religions and creeds, all gender identities, all countries of origin, all sexual orientations, all immigrants and refugees, and all abilities and disabilities.



Making a Difference

STRENGTHS OF THE LIBRARY

- ◆ The Library has taken intentional steps to build a more diverse and culturally competent staff, as well as to provide library materials, programs and services that meet the needs of its diverse communities.
- ◆ The Library has cultivated productive partnerships and relationships with its cities, school districts, Friends of the Library and Library Foundation groups, and numerous nonprofit organizations and entities. The ambition to improve upon and build additional facilities is an added strength.
- ◆ There is a strong commitment to staff and organizational development which has cultivated a positive, creative, and knowledgeable staff. This commitment is evident in staff providing culturally relevant services, programs and making customers feel welcome, seen and heard, including members of previously unserved or underserved communities. Yolo County Library staff have taken a leadership role in the development of a countywide diversity, equity and inclusion assessment and strategic plan.
- ◆ The Library is the custodian of the County Archives and Records Center with the County Librarian acting as the County Archivist. The Archives is a rich resource with content that is unique to Yolo County.
- ◆ The community rates library staff, services and programs with a high level of satisfaction. This is due, in part, to successful collaboration with the County Board of Supervisors, County departments, Friends of the Library and Library Foundation groups, city and school district partners.

There is a tremendous opportunity for innovation and building a team that will directly confront challenges facing the Library, its communities, and the County as a whole. This is a library system with the potential for growth, and is committed to reducing barriers for all community members to access and use library services.



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 Board of Supervisors and general administrative direction is provided by the County Administrator. The County Library Advisory Board advises the Board of Supervisors and the County Librarian. The County Librarian is also the County's Chief Archivist.

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 of the Library groups and Library Foundation groups and community support, a high level of employee engagement, and the opportunity to make a difference in the County. 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 to shape library service in Yolo County, as well as to influence regional and statewide library development. Yolo County's proximity to the State Capitol, and the State Library give the County Librarian access to broader resources and opportunities. The Yolo County Library is a member of the NorthNet Library Cooperative, a regional resource-sharing organization consisting of 40 suburban and rural libraries in Northern California, which provide the County Librarian with networking and relationship-building opportunities with other library leaders.

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.

The Position



CANDIDATE QUALIFICATIONS

EDUCATION: Graduation from a graduate library school program accredited by the American Library Association; AND

EXPERIENCE: Seven years of professional library experience with proven management and supervisory experience; and demonstrated knowledge of principles and practices of public Administration including county government and the laws applicable to library service in this state.

In addition to the characteristics listed above, the ideal candidate should also be a visionary, collaborative leader who is an excellent communicator, positive, authentic, respectful, inclusive, approachable, and demonstrates the ability to cultivate and sustain relationships. The County Librarian will also need to be an effective advocate both for the needs of the public as well as for the staff who are serving the public. Candidates who have recent public library experience as well as experience with building projects will be well served by that background in this capacity. Key personal characteristics also include self-awareness, diplomacy, patience, enthusiasm, and tireless energy for the mission of the Library. The successful candidate will also demonstrate a sensitivity to social justice, Diversity, Equity and Inclusion, regional issues, appreciate the diversity of Yolo County, and be deeply committed to Library Services, the County, and the communities that are served by the Library.



The Compensation Package

The County of Yolo offers a competitive total compensation package. **The salary range for this position is \$149,805 —\$182,089.** Salary placement will be made based on the qualifications of the selected candidate. In addition, the benefits provided by the County include the following:

Retirement: CalPERS 2.5% @ 55 for classic members; employees contribute 8% of salary toward retirement (New members: 2% @ 62; employees currently contribute 6.75% of salary toward retirement). Employees also pay one percent of the County's portion of the CalPERS retirement contribution. The County participates in Social Security and Medicare programs.

Health Benefits: The County offers ten health plans (8 HMO's and 2 PPO's). Each employee currently receives a benefit package of \$2,121.16 monthly to purchase health, dental, and vision insurance. The County requires all employees to enroll in both the dental and vision plan.

Auto Allowance: \$570 monthly

Life Insurance: The County provides a \$50,000 Life and AD&D Policy

Deferred Compensation: The County provides a \$250 match each calendar year when a Department Head defers \$250

Sick Leave: 96 hours per fiscal year

Vacation Leave: 80 hours per fiscal year; 104 hours after 5 years of employment

Administrative Leave: 80 hours per fiscal year

Floating Holidays: 44 hours per fiscal year

Holidays: 10 holidays per year

County Disability Insurance: Eligible for short-term disability benefit at 85% of salary

Employee Assistance Program: Confidential counseling program with up to 6 visits per incident per calendar year.



How to Apply

The deadline to apply for this position is **Friday, October 7, 2022**. To apply for this exciting career opportunity, please submit a letter of interest and detailed resume to:

Jenny Brown, Senior Personnel Analyst
Yolo County Human Resources
625 Court Street, Room 101
Woodland, CA 95695
OR

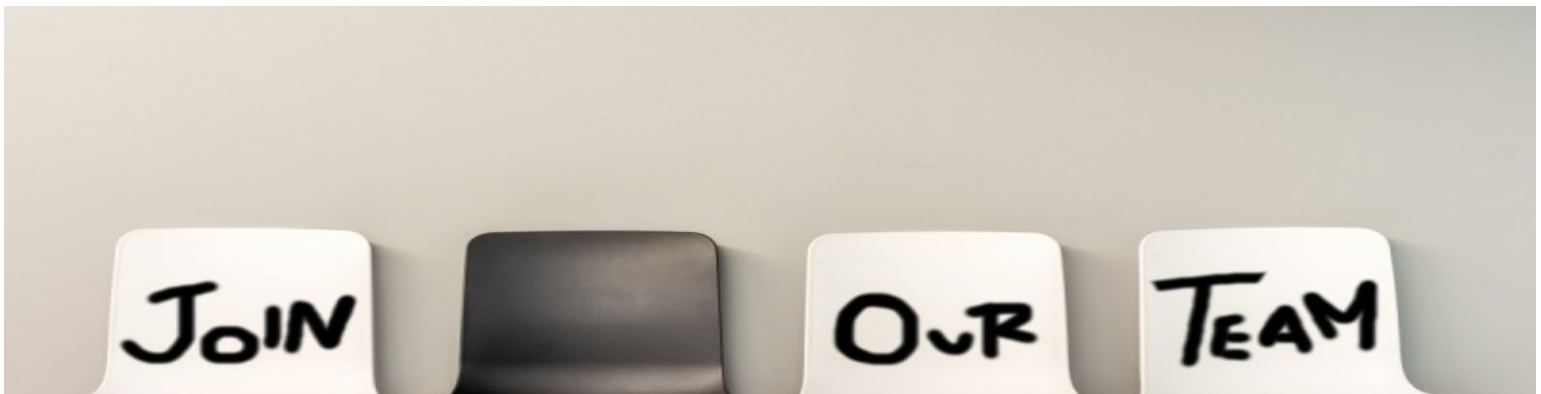
Send via email to jenny.brown@yolocounty.org

Following the filing deadline, resumes will be screened according to the qualifications outlined in the brochure. Candidates with the most relevant qualifications will be contacted for additional discussion and screening. The first round of Interviews is tentatively scheduled to occur in October 2022. References will be required for candidates who advance in the selection process. If you have any questions, please do not hesitate to contact Jenny Brown at (530) 666-8328.

Yolo County, a place where YOU belong!

The average person spends one third of their life at work. Why not spend that time in an environment where you are seen for who you are, celebrated for the diversity you bring, and valued for your potential to contribute to an innovative and dynamic workforce? Yolo County is committed to creating and sustaining an inclusive and equitable workplace which supports and values our diverse community.

Come join us! This is where YOU belong.



The County of Yolo is an Equal Opportunity and ADA Compliant Employer