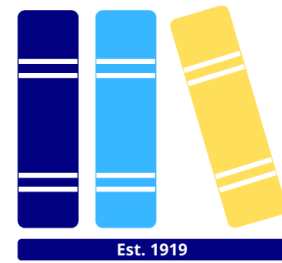


LIBRARY DIRECTOR



BUENA PARK
Library District

THE BUENA PARK LIBRARY DISTRICT INVITES YOUR
INTEREST FOR THE POSITION OF LIBRARY DIRECTOR



Application filing period opens on January 19, 2022
and closes on February 18, 2022.

The Buena Park Library District Board of Trustees seeks an exceptional candidate to serve as the next Library Director. The successful candidate will inspire and support our highly dedicated staff, have a track record of operational excellence and evidence of serving the needs of diverse communities.

The Organization

The Buena Park Library District is an independent special district library established in 1919 and is governed by an elected, five-member administrative Board of Trustees. The Library District is one of 12 independent library districts in California. The Library serves the community of Buena Park with a population of 81,000 and is supported by local property taxes with a budget of approximately \$3.3 million. The 45,000 square foot Library was constructed in 1969 and has a collection of over 140,000 items and a staff of 16 full-time employees and 24 part-time employees. The Library serves more than 200,000 visitors each year and offers fun and exciting in-person and virtual programs and activities to serve our diverse community, including children's story-times, science programs, teen programs, book discussion groups and a mobile pop-up library. Many patrons come to take advantage of our computer center and robust broadband connection. The Library also provides U.S. Passport Application services and benefits from the revenue generated from this service.

The Library works closely with local school districts, community organizations and the City to reach the residents of Buena Park and the surrounding area. The Volunteer Guild of the Buena Park Library is a non-profit organization that operates a bookstore in the Library and provides funds for library programs and projects.

Buena Park is located 21 miles southeast of Los Angeles, and is referred to locally as the "Center of the Southland" due to its easy access to both the 91 and 5 freeways. Buena Park is a popular tourist destination with a number of attractions within the City. Buena Park offers quality residential areas within its 10.3 square miles.

The Position of Library Director

Under direction from the Library Board of Trustees, the Library Director manages all aspects of Library operations including administration, policy development, fiscal management, human resources, purchasing, risk management, facilities maintenance, strategic direction and program planning. The Director serves as the Library District's liaison and maintains effective working relationships with external governmental agencies and local community organizations, and reports directly to the Board of Trustees.

Preferred Candidate Characteristics and Attributes:

- Ability to encourage and empower staff to plan for and achieve a vision for the future of library services as emerging resources, trends and technologies become available.
- An energetic, enthusiastic team leader and competent problem solver.



- Experience fostering equitable and inclusive library services within a diverse community.
- Demonstrated leadership experience with evidence of modeling and creating a culture that values "soft skills" such as interpersonal relationships, demonstrating self-awareness, empathy, appreciation and conflict resolution among staff and patrons.
- Ability to foster a culture of support and encouragement for professional development and continuous learning.
- Knowledge of current library trends and precision with strategic planning, proactive community engagement and project management.
- Superior oral communication skills and motivation to articulate the Library's vision and develop and maintain effective working relationships with the Library Board of Trustees, Volunteer Guild, other government and community organizations and the general public.
- Demonstrated knowledge and experience analyzing, preparing and managing a comprehensive library budget.
- Demonstrated knowledge and experience in library administration and all aspects of personnel management.



Education and Experience:

- Equivalent to master's degree from an ALA accredited college or university with major coursework in library science or related field.
- Seven (7) years of increasingly responsible management and/or administrative experience in a public library, including four (4) years of supervisory experience.
- Possession of a valid California Driver's License to be maintained throughout employment.



Compensation and Benefits:

Monthly Salary: \$10,897 - \$13,908

Retirement: CalPERS 2% @ 55 for classic members (employee pays 7% of member share), or 2% @ 62 for new members enrolled as of 01/01/2013 or afterward (employee pays 6.75% of member share).

Vacation: Accrues at the rate of 10 days per year for five years, 15 days per year after five years, and 20 days per year after ten years.

Holidays: The Buena Park Library District observes 12 paid holidays per year. Employees are also granted one additional floating holiday.

Sick Leave: Paid sick leave accrues at the rate of one day per month, or 12 days per year.

Health Insurance: The Library District and the employee share the cost of an employee selected health care plan through CalPERS. The District pays \$706.00 toward the monthly employee premium, and an additional \$250.00 per month for dependent coverage.

Dental and Vision Insurance: The Library District covers 100% of the cost of the employee monthly premium.

Deferred Compensation: Voluntary program available through CalPERS.





Steps to Apply:

Step 1: Download an application from the library website at www.buenaparklibrary.org.

Step 2: Compose a typewritten Letter of Interest not to exceed two typewritten pages illustrating how your qualifications support the desired characteristics and skills required of this position.

Step 3: Prepare a typewritten response to the supplemental questionnaire for this position.

Step 4: Prepare a typewritten resume.

Step 5: Compose and send an email to psalas@buenaparklibrary.org with four attachments including (1) BPLD Application, (2) Letter of Interest, (3) Resume and (4) Supplemental Questionnaire, before the filing deadline.

For further information, please contact Patty Salas between the hours of, 8 a.m. to 4 p.m., Monday through Friday, at 714-826-4100 x120.

Applicants with disabilities who require special testing accommodations must contact Administration prior to the filing date. Admission to competitive examination may be limited to those whose applications show the best combination of qualifications in relation to the requirements and duties of the position. The successful candidate may be required to undergo a reference/background check and pass a post offer pre-employment medical examination, which will include a drug/alcohol screening. New employees must provide documentation to establish both work authorization and identity. The Buena Park Library District does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation or disability in employment or provision of services.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked. Acceptance of an application does not necessarily mean qualification for the final employment list.

Final Filing Date: 5:00 p.m. PST, February 18, 2022.

An Equal Opportunity Employer