

CITY OF SALINAS, CALIFORNIA

INVITES YOUR INTEREST FOR THE POSITION OF:

**LIBRARY & COMMUNITY
SERVICES DIRECTOR**



SALINAS

RICH IN LAND | RICH IN VALUES

THE COMMUNITY

The City of Salinas (estimated population 161,000) is the 34th largest city in the state and the largest city in Monterey County. Just 12 miles from the Pacific Ocean and Monterey Bay and surrounded by agriculture on all sides, Salinas is a beautiful place with an active and diverse citizenry. Located on California's Central Coast, Salinas is the city that has become the "Epicenter for Agtech Innovation," where agriculture plays a vital role in maintaining a vibrant local economy. Salinas offers a great career opportunity for a Library & Community Services Director.

Salinas is a multicultural and diverse community and a key asset in today's global economy. The City's diverse community is comprised of an approximate 75% Hispanic population. The median age of the community is 29.3 years young. The region offers various cultural family events and consistent Mediterranean climate for year-round outdoor activity.

With world-class events that take place in the City each year including the Steinbeck Festival, El Grito Festival, the California International Air Show, and the California Rodeo, as well as world-renowned amenities like the Pebble Beach Golf Resort and the Monterey Bay Aquarium right next door, Salinas is a place that truly has it all.

The Salinas Valley has a global reputation as an agriculture and innovation hub. The region is a source for agricultural research and resources and is developing the latest technology and advancements in "agtech". Although agriculture forms an economic base, more than 100 manufacturing, financial, and medical related firms call Salinas home. Some of the largest employers in the City include: County of Monterey, Taylor Farms, D'Arrigo Bros, and Salinas Valley Memorial Hospital.

THE ORGANIZATION

The City of Salinas was incorporated in 1874 and became a Charter City in 1903. The City operates under a Council-Manager form of government. The Salinas City Council serves as the policy-making and legislative body of the City of Salinas. The seven-member City Council includes six (6) members elected by district to serve four-year staggered terms on a nonpartisan basis, plus the Mayor who is elected at-large and serves a term of two (2) years. The City Manager is responsible for all City departments with the exception of the appointed City Attorney.

The City employs 760 full and part-time employees with a FY 2018-19 budget of \$278.5 million. The City Manager leads and directs the City's seven (7) departments which include: Administration, Community Development, Finance, Fire, Library and Community Services, Public Works, and Police.

MISSION STATEMENT

To be the focal point in the community for opening the doors to lifelong learning and enjoyment and the catalyst for promoting equal access to information.

THE DEPARTMENT

The City of Salinas Library & Community Services Department consists of Library Services and Recreation & Community Services with a General Fund and Measure V operating budget of \$8.6M for FY 18-19. The City's three libraries, John Steinbeck, Cesar Chavez and El Gabilan are open seven days a week and are totally funded by Measure V. The City is currently undergoing a major redesign and expansion of El Gabilan Library. The plan is to greatly expand its services and structure. The Department staffs an Administrative office, three Libraries, recreation centers and parks with a full-time regular staff of 57 and 152 temporary staff.



LIBRARY SERVICES

The Salinas Public Library has proudly served the community since 1909 when it first opened its doors. Today, the Salinas Public Library is experiencing a renaissance of programs and services with its recent launch of a Digital Branch that includes an extensive collection and the recent implementation of self-checkout kiosks. With individual and family reading programs in the Literacy Center at the John Steinbeck Library and the new pilot program “Salinas Makes A+ Readers Together” (SMART) that provides a virtual card to students, we are creating a “Culture of Literacy” for every resident to enjoy. The Department is also finalizing work on a Master Plan for parks, recreation and library facilities.

RECREATION & COMMUNITY SERVICES

The Department offers a wide range of programs and activities for all ages to create wholesome experiences. The Department strives to improve the quality of life of Salinas’ residents through programs that foster teamwork and build self-esteem and leadership skills, while providing an outlet for physical activity and socialization.

THE POSITION

- The Library & Community Services Director is an at-will position reporting directly to the City Manager.
- Oversees all divisions of the Library & Community Services Department.
- Plans, organizes, coordinates, and administers operational activities.
- Analyses operational costs and directs preparation of annual budget requests and justifications.
- Administers the annual budget.
- Attends City Council and community meetings.
- Facilitates the counseling and disciplining of personnel.
- Determines service levels and staffing requirements.
- Most importantly, builds and maintains positive working relationships with other departments, co-workers, other City employees, community groups and the public.
- Please visit the City website for a complete job description.



THE IDEAL CANDIDATE

The City is seeking a collaborative Library & Community Services Director with strong leadership skills and proven management capabilities to effectively oversee and guide the Department towards established goals. The ideal candidate will be a good communicator with exceptional relationship-building skills who promotes open communication, inclusiveness, and teamwork within the Department and the City by creating an environment of trust and mutual respect. The selected candidate will be an honest, professional, and ethical leader that is willing to make decisions for the greater good of the Department and the community. The successful candidate will possess a track record of demonstrated leadership, proven accomplishments and superior performance. The ideal candidate will also have experience working with advisory commissions, working in a public library system, and working in an ethnically diverse community. Spanish bilingual skills desirable.

At a minimum, candidates must possess a Bachelor’s degree in Public Administration, Parks Management, Recreation Management, Library Services, Business Administration, Social Services or a related field, and have seven (7) years of increasingly responsible experience in parks, recreation, and/or library operations including at least three years of administrative and management responsibility. A Master’s Degree in Public Administration, Parks and/or Recreation Management, or Library Science is desirable. Candidates must also possess a valid California Driver’s License.

THE COMPENSATION

The annual salary range for the Library & Community Services Director is \$135,108 - \$164,232. Placement in the range is dependent upon qualifications. The City offers an attractive benefits package including:

Health Insurance: The City currently pays 100% of the cost of the CalPERS Choice health plan, Delta Dental plan, and Vision Service Plan (VSP) for employees and their eligible dependents. Other PERS health coverage may be available depending upon residence. *Effective December 2019, employee contribution to Health plan as follows: \$75 per month for family coverage, \$50 per month for employee plus one and \$25 per month for employee only.*

Biennial Physical Examination - The City provides a paid, biennial physical examination every 24 months. Employees age 40 and over are eligible for the physical examination every 18 months (after two (2) years of continuous employment).

Annual Leave: May be used for vacation and/or sick leave. Leave is accrued at a rate of 22 days per year for the first five years; 27 days per year for years six through 10, with additional longevity increases in annual leave after ten years of employment.

Life Insurance – Term life insurance in the amount of \$150,000.

457/401(a) Compensation – City-paid contribution based on months of service with the City.

Bilingual Premium Pay: \$75 per pay period. Eligibility is determined by City Manager and subject to passing a City-administered bilingual exam.

Auto Allowance: City assigned vehicle or \$750 monthly auto allowance.

Holidays: 12 per year plus 2 floating holidays.

Voluntary Physical Fitness/Wellness Program: 50% reimbursement of gym membership or fitness incentive of \$500/\$750/\$1,000 for qualifying employees.

CalPERS Retirement Plan: The City participates in the California Public Employees' Retirement System (CalPERS) under a 2% @ 55 formula for Classic members. New members, as defined by PEPRA, are under a 2% @ 62 formula. The City also participates in Social Security.

The above-listed benefits are subject to change and do not constitute a contract. Please visit the City website for a full description of the Department Director Compensation Plan.

TO APPLY

If you are interested in this outstanding opportunity, please visit:

<https://www.calopps.org/city-of-salinas>

All candidates must apply online and upload attachments as PDF files.

**Filing Deadline:
April 5, 2019**

For questions, please contact Patricia Peñaloza, Human Resources Analyst II, at (831) 758-7416 or email at patricia.penaloza@ci.salinas.ca.us

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Human Resources Department
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Applicants' qualifications will be evaluated on the information provided on the employment application.

Job offer is contingent on applicant passing a reference check and background investigation including education verification and a criminal history investigation with the Department of Justice.

