

Compensation and Benefits

The salary for this position is \$171,083 - \$201,274 annually, DOQ effective July 5, 2015. The City of Sunnyvale also offers an excellent benefits package, including:

- ◆ Medical Insurance: Medical coverage is provided through CalPERS and is fully paid by the City for the employee and eligible dependents.
- ◆ Dental Insurance: Family coverage provided through Delta Preferred (PPO) or Delta Care (HMO).
- ◆ Vision: Family coverage provided through VSP
- ◆ Retirement: CalPERS 2& @ 60 plan for Classic Members, 2% @62 for new PERS members in accordance with PEPRRA.
- ◆ Paid Time Off: An all-inclusive paid-time off program.
- ◆ Holidays: Eleven holidays and an additional 20 hours of floating holiday pay per calendar year.
- ◆ Car Allowance: Provided at \$450 per month.
- ◆ Relocation assistance and City sponsored home loan mortgage program may be available.
- ◆ Other benefits include: Deferred Compensation: The City contributes 2% to a 457 or a 401 (a) plan. Management Administrative Leave of 60 hours per year; Employee Assistance Program, Flexible Spending Account.



For additional information regarding the City of Sunnyvale, please visit the City's website at www.sunnyvale.ca.gov.

The Process

If you are interested in pursuing this unique and exceptional career opportunity, please submit (email preferred) a cover letter of interest, resume, salary history and contact information including email addresses for five work-related references (references will not be contacted until mutual interest is established) to:

Bill Avery or Ann Slate
Avery Associates
3½ N. Santa Cruz Ave., Suite A
Los Gatos, CA 95030
E-mail: jobs@averyassoc.net

Final filing date: August 7, 2015

If you have any questions regarding this position, please contact Ann Slate at 805.459.5132 or Bill Avery at 408.399.4424.



The City of Sunnyvale



*invites your interest
for the position of*

Director of Library and Community Services

The Community

Recognized as the “Heart of Silicon Valley,” Sunnyvale, with a population of approximately 148,000 is the fifth largest city in the San Francisco Bay Area and the second largest in Santa Clara County. Sunnyvale was incorporated in 1912 and, over the years, has transformed from an agricultural community, to a center for the defense industry, to the current nexus of research, development and manufacturing that created Silicon Valley. Top Silicon Valley companies are located in Sunnyvale such as Yahoo, Advanced Micro Devices, Twitter, LinkedIn, Google, Apple, Bloom Energy, NetApp, and Lockheed Martin Space Systems. The draw of working in this dynamic community swells the City’s daytime workforce to over 230,000.



Sunnyvale is ideally located in the spectacular San Francisco Bay Area. The San Jose, Oakland and San Francisco international airports are easily accessible. The area is home to many museums, theaters, concert halls, and art galleries, as well as numerous professional sports teams. Sunnyvale has also been ranked 5th in the Nation, “American Cities of the Future” by FDI, Financial times Ltd. and one of the Nation’s Largest Tech Hubs by Forbes Magazine.

In addition to its ideal location, Sunnyvale is also recognized for its park system and public recreation facilities, including 18 prize-winning parks, two golf courses, fifty-one tennis courts, six public swimming pools and a state of the art Community Center. The Baylands Park provides over seventy acres of developed parkland offering recreation activities, scenic pathways, and picnic areas for families. A wide variety of cultural and artistic events are available within the City, including the annual Art & Wine Festival, the Summer Music Series, Hands on the Arts children’s art fair, a weekly farmer’s market, and downtown holiday events. Additionally, the historic downtown business district is a vibrant commercial and entertainment hub.

Four school districts serve Sunnyvale, with twenty-six public and private schools. Stanford University, Santa Clara University, San Jose State University, two University of California campuses and several community colleges are nearby. Sunnyvale’s moderate climate is ideal, with an average temperature of 71° in July and 53° in January. Summers typically bring warm sunny days and delightful cool nights, and winters are mild, with an average rainfall of 15 inches.

City Government

The City of Sunnyvale is a charter city, with a seven-member City Council and council appointed City Manager and City Attorney. The Council and City staff enjoy a positive and mutually respectful relationship.

Sunnyvale provides a full range of services and maintains a workforce of approximately 823 full-time employees and 345 part-time casual/temporary employees, with six bargaining units. The 2014-15 Budget totals \$356 million. The General Fund Expenditures are \$153 million. The City maintains issuer credit ratings of AAA from Moody’s Investors Services and AAA from Standard and Poors. Community surveys consistently indicate that residents and businesses are satisfied with the quality of the services and programs provided by the City.



The Position and Ideal Candidate

The Director of Library and Community Services is responsible for managing the City’s Library and Community Services Department. The Community Services Division includes Administration, Recreation, and Youth and Family Resources Sections. The Library Division is comprised of Support Services and Public Services, which include the following sections: Adult Services, Children and Teen Services, Circulation, Cataloging/Processing, Collection Management and Library Administration. The City provides a wide range of community and library programs and services and the Director is responsible for being responsive to a diverse community and needs, providing progressive vision, leadership, planning and policy recommendations to the City Manager and the City Council regarding these programs and services within the City.

The City’s Executive Leadership Team (ELT) is highly collaborative and collegial, working together to address substantive issues of overall citywide importance and provide leadership direction to the organization. Creative problem solving and performance improvement are constant themes within the management culture as the City strives for continuing innovation in achieving enhancements to efficiency and service delivery. The Director of Library and Community Services is a key member of this group.

The Department has a staff of 100 employees with a combined 2015/16 budget of \$17.8 million. The library is housed in a 60,880 square foot facility and experienced almost 708,000 patron visits in 2013/14. The Community Services Division counted over 830,000 participant hours in community services programs and services.

Due to the unique nature of this position with responsibly for two distinct functional areas, it is expected that the successful candidate will have strong management skills to support all service areas. Given that, the new Director will have to be quick study in gaining solid expertise in the wide range of services to be effective in establishing credibility with staff, community patrons, boards and commissions and the elected officials. He or she will be a strategic and visionary thinker who will work effectively and collaboratively as part of a dynamic departmental leadership team.



In addition to technical and leadership strength, the new Director must possess excellent interpersonal and relationship building skills. Establishing trust and providing support equally between both divisions will be critical recognizing that reliance upon key management personnel will be necessary. The ability to operate in a political environment but to be apolitical and to appreciate competing priorities given finite resources but to be a supporter and promoter of library and community services will be important in this role. A genuine customer service orientation and a willingness and comfort in being out in front, leading change and advocacy for both cutting edge and traditional services will also be critical. In other words, the new Director must be passionate about his/her work and able to motivate and inspire others to share that vision.

The minimum qualifications for education and experience can be met by having a Bachelor’s degree from an accredited college or university in recreation, park management, public or business administration or a closely related field, and six years of broad and extensive experience in all major components of community recreation and/or park management, including at least three years of responsible management experience. Another way to meet the qualifications would be to have a Master’s degree in Library and Information Science from an American Library Association accredited college or university, and five years of increasingly responsible public library management/ administrative experience.