

## Compensation and Benefits

The salary range for the Library Services Director will be between \$127,687 - \$158,243 commensurate with experience. The City also offers a comprehensive and competitive benefit package, including:

- ◆ Vacation: 96 hours accrual per year (increases with longevity) with an annual cash conversion option.
- ◆ Holidays: 11 fixed paid holidays plus 1 day of personal leave/ floating holiday.
- ◆ Sick Leave: 8 hours per month. 100% payout upon separation with 5 years of service.
- ◆ Executive Leave: 80 hours per year.
- ◆ Exceptional Leave: City Manager may provide up to 8 days in recognition of extraordinary service. May be taken as time off or cashed in.
- ◆ Insurance: \$782 monthly is provided towards PERS medical insurance. Dental and vision are fully paid.
- ◆ Retiree Medical: Employee must be vested with CalPERS to be eligible for retiree medical. City provides the same monthly medical contribution rate as active employees.
- ◆ PERS Retirement: Classic Members: 2% @60, single highest year coordinated with Social Security and Medicare, employee pays 7% of PERS member share. New Members: 2% at 62, three-year average final compensation, employees pay 50% of normal cost (6.25%).
- ◆ Life Insurance: \$50,000 Term life insurance with AD&D coverage paid by the City.
- ◆ Deferred Compensation: Voluntary participation in a 457 plan.



For more information on the City of El Segundo, please visit the City's website at [www.elsegundo.org](http://www.elsegundo.org).

## The Process

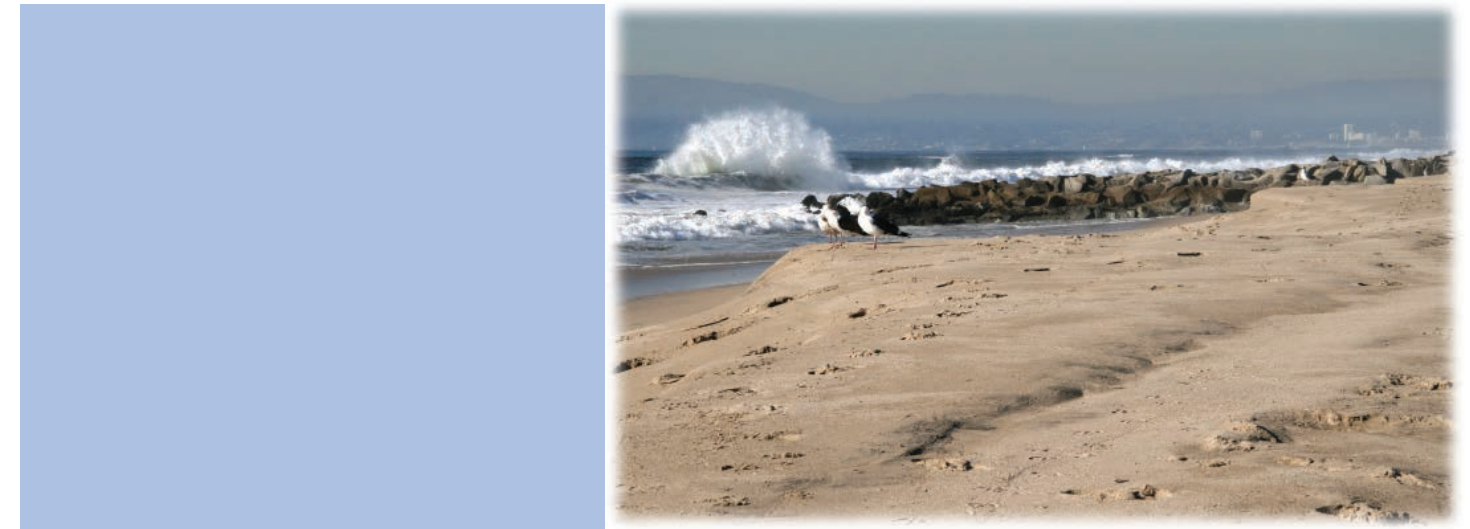
To apply for this unique and exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this position is February 16, 2018.

If you have any questions regarding this position, please feel free to contact Bill Avery at 408.399.4424.



# The City of El Segundo



*invites your interest  
for the position of*

**Library  
Services  
Director**

## The Community

El Segundo, a Los Angeles County beach city of almost 17,000 with a considerably larger daytime population, is located on the Santa Monica Bay. The north and south boundaries of the town are Los Angeles International Airport and Manhattan Beach with the Pacific Ocean as the western boundary. With its proximity to major freeways, the 405 and the 105, and bisected by the historic Pacific Coast Highway, El Segundo is ideally situated for both residents and businesses. The City offers all the natural elements of fun and adventure that you'd expect from a beach city. Residents enjoy classic California living with ocean breezes and a healthy outdoor lifestyle.



El Segundo balances an ideal business environment with a small town community to provide a high quality of life for its residents and employers. There are tree-lined neighborhoods with award winning schools (its high school an architectural land mark), parks and athletic fields. A wealth of dining and retail experiences are thriving that range from historic Main Street to modern multiplexes.

El Segundo is home to numerous Fortune 500 companies including Chevron, aerospace giants including Boeing, Raytheon, Lockheed Martin, Northrop Grumman, and The Aerospace Corporation. It is also home to the Los Angeles Air Force Base and the Space and Missile Systems Center (SMC), which is responsible for space-related acquisition for the military.

Toy manufacturer Mattel, satellite TV provider AT&T (formerly DirecTV), medical company DaVita, and IT services firms are headquartered there, as well as sporting goods retailer Big 5 Sporting Goods.

El Segundo offers its residents and employees opportunities to live, work and play in an ideal location with a robust economy but with a small town charm.



## City Government

The City of El Segundo has operated under the council-manager form of government since 1917. A five Member City Council, serving four-year terms and elected at large, governs the City. The Mayor is selected by the seated council every two years. Also elected are the City Clerk and Treasurer.

El Segundo provides a full-range of municipal services through the departments of police, parks and recreation, finance,

public works, planning and building safety, human resources, library, and information systems, with a total of 269 employees. The total all funds budget exceeds \$152M.

## The Position and Ideal Candidate

El Segundo seeks an experienced manager to lead the City's Library Services Department. The Library Services Director will oversee all operations in the Department as well as the four branch libraries located in school campuses.



The individual will also be a strategic leader with the foresight to move the Department forward with advanced technologies and modern interior space design. The Director will oversee a total staff of 33 with 12 full time staffers. This will require an individual with the ability to foster a collaborative and entrepreneurial culture within the Department as well as the ability to develop staff, implement initiatives and special projects, while also having the creativity to fundraise and apply for grants. The role will also require an individual with sound communications skills that will play an active role in engaging with the local community, a supportive Friends of the Library, an advisory Library Board and working on various local committees.

A major task facing the new Director will be assisting in implementing major technology upgrades throughout the Department. These upgrades will ensure that the Department is utilizing the most current resources to deliver the highest quality of services, and plan for the best use of interior space for the community. This will require a Director with the ability to coordinate with other City staff to ensure that all project details are being met, that funds are properly deployed, and the latest library innovations are being implemented.

In addition to the responsibilities listed above, the City is currently reviewing potential organizational changes that may assign additional duties to the Library Department. These potential additional duties include leading a burgeoning effort to promote public art and consolidation and enhancement of the City's internal and external communications.



The ideal candidate will have a Masters degree in Library Science or a related field, five years of experience in professional library administration, including at least three in a supervisory role; or an equivalent combination of library education and experience. Additionally, the ideal candidate would have the experience and interest in growing the duties of the Library Department to include public art and communications.