Director of Library & Community Services
THE COMMUNITY

Recognized as the “Heart of Silicon Valley,” Sunnyvale (pop. 155,567) 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 has transformed from an agricultural community to a center for the defense industry and the current nexus of research, development, and manufacturing that created Silicon Valley. Sunnyvale is home to notable companies such as Amazon Lab126, Apple, Bloom Energy, Fortinet, Google, Intuitive Surgical, LinkedIn, Lockheed Martin Space Systems, Mercedes Benz Research and Development, NASA Ames Research Center, NetApp, Twitter, and Walmart Labs.

Sunnyvale is consistently ranked as one of the nation’s safest cities and one of the best cities in the country to raise a family. It’s no surprise that it is also ranked as one of the top cities for creating the most technology jobs.

In addition to its desirable location, Sunnyvale is also recognized for its park system and public recreation facilities, including 23 prize-winning parks, two golf courses, fifty-one tennis courts, six public swimming pools, and a Community Center. The Baylands Park provides over 70 acres of developed parkland offering recreation activities, scenic pathways, and picnic areas. A wide variety of cultural and artistic events take place within the city, including the annual Art & Wine Festival, the Summer Wednesday Night Music Series, Jazz & Beyond Music Series, Hands on the Arts children’s art fair, a weekly year-round farmer’s market, and downtown holiday events. The historic downtown business district is a vibrant commercial and entertainment hub. Additionally, the Cityline Sunnyvale project is underway and will include establishing a six-block, mixed-use development that emphasizes retail, dining, and entertainment.

The San Jose, Oakland, and San Francisco international airports are easily accessible from Sunnyvale. The Bay Area is home to many museums, theaters, concert halls, and art galleries, as well as numerous professional sports teams. Four school districts serve Sunnyvale, with twenty-six public and private schools. Sunnyvale includes its own community college campus: Foothill Sunnyvale. Stanford University, Santa Clara University, San Jose State University, two University of California campuses, and several community colleges are nearby.

CITY GOVERNMENT

The City of Sunnyvale is a charter city, with a seven-member City Council that is elected at-large. The Mayor and Vice Mayor are selected by the Council, with the Mayor serving a two-year term. The Council appoints the City Manager and City Attorney. The community benefits from a positive and mutually respectful relationship between the City Council and city staff.

Sunnyvale provides a full range of services and maintains a workforce of approximately 916 regular employees. The total FY2019-20 adopted budget is $493 million. The city is also known for being high performing and consistently receives AAA credit ratings from Moody’s and Standard & Poor’s. It continues to play a leadership role among local governments with its fiscal policies, performance-based budgeting and unique long-term financial planning and management system. Operating under a two-year budget cycle, the municipality has a balanced 10-year financial plan with 20-year projections, and currently maintains just under $300 million in reserves. Community surveys consistently indicate that residents and businesses are satisfied with the quality of the services and programs provided by the city.

City departments include: City Manager, City Attorney, Community Development, Environmental Services, Finance, Human Resources, Information Technology, Library & Community Services, Public Safety (an innovative Police/Fire combination), and Public Works. The city also manages NOVA Workforce Services, which provides regional job-training programs to residents of Sunnyvale, San Mateo County and six other local municipalities.

The city’s Executive Leadership Team (ELT) is highly collaborative and collegial. The ELT works 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 DEPARTMENT

The Department of Library and Community Services (LCS) is responsible for services that seek to enrich the quality of life for Sunnyvale residents by fostering life-long learning, promoting opportunities for play and leisure, and ensuring access to information, materials and community engagement activities. Supported by nearly 84 staff and a FY 2019-20 budget of $21.3 million, the Department is comprised of two Divisions - the Sunnyvale Public Library and the Sunnyvale Community Services Division.

The Sunnyvale Public Library is open seven (7) days per week, 66 hours per week. Patrons can access online resources 24 hours a day. The Library enjoys an average attendance of approximately 1,800 visits per day. In addition to linking patrons to information and resource materials, the Sunnyvale Public Library provides a robust offering of programs and services to promote literacy, learning and life-skills. The Library strives to create an environment that fosters the 21st century learning skills of collaboration, creative problem-solving, communication, technology, cross-cultural understanding and critical thinking.

The Sunnyvale Community Services Division provides access to programs and services in the areas of health, wellness, arts, recreation, and education. Programs are offered at the Sunnyvale Community Center, which includes the Sunnyvale Recreation Center, the Sunnyvale Senior Center, the Indoor Sports Complex, the Sunnyvale Theater, Creative Arts Center, City parks and Sunnyvale schools. The Community Services Division partners with a variety of non-profit providers, neighborhood associations, community groups and local schools to expand service offerings. It also manages Columbia Neighborhood Center operations and is responsible for the day-to-day programming of City parks and recreational facilities. The department also provides staff support to the Arts and the Parks and Recreation Commissions.

THE IDEAL CANDIDATE

Sunnyvale is seeking a visionary and entrepreneurial professional to lead the department through an exciting time of transformation. The ideal candidate will be an experienced leader with a proclivity for action and follow-through. A thoughtful and strategic leader, he/she will offer proven success in leading change, pioneering new strategies and skillfully navigating through challenges.

Known for being forward thinking, the candidate selected will exhibit astute problem-solving abilities along with a passion for continuous improvement. Further, he/she will encourage new ideas and support innovative approaches to program development and service delivery. Familiar with contemporary operating systems and business practices in library and/or community services, this impressive professional will have a keen eye for efficiency and be proficient at identifying opportunities for process improvement and streamlining.

This highly organized executive will have the demonstrated ability to adeptly balance the internal and external demands of a visible and critical role. An outgoing and accessible leader and superior communicator, he/she will also be an extraordinary partnership and relationship builder. The ideal candidate will have a long history of fostering connections that add value to a community and serve to advance organizational and departmental goals. He/she will display an exceptional customer orientation and have experience serving a diverse population. Extensive experience working effectively with community members, volunteers, elected and appointed officials, as well as other stakeholders will also be expected.

As one who leads by example, the Director will be an empowering and engaged people manager who sets clear expectations and is genuinely interested in the work of team members. He/she will have the ability to build trust and inspire in a way that makes people feel supported and valued. Committed to succession planning, this influential coach and mentor will take pride in developing staff, encourage ongoing skill and knowledge building and promote continuous professional growth. He/she will possess the unique ability to bring out the best in people, capitalizing on their strengths and interests.

In addition to completing the department's new Strategic Plan, the new Director will have the rare opportunity to open a new branch library and plan for the possible replacement of the Main Library early on in his/her tenure.
A proponent of strong teamwork, the ideal candidate will have a history of enhancing synergy between departments and divisions. In addition, he/she will create a nimble environment that allows for the discovery of new and better ways for divisions to collaborate and support each other. An enthusiastic champion of staff and quality work, this director will be transparent in his/her communications and keep the vision and mission of the department at the forefront.

This well-rounded professional will bring extensive experience in strategic planning coupled with a history of maintaining discipline and momentum around approved priorities. Experience with long-term facility planning and familiarity with various funding strategies will be considered favorably. General awareness of contemporary and creative uses of facilities and special event planning is also desired.

The minimum qualifications for education and experience can be met in the following way: 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; or, 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.

**COMPENSATION & BENEFITS**

The salary range for Director of Library & Community Services is $234,504 - $281,405. In addition to salary, Sunnyvale offers an attractive benefits package that includes but is not limited to:

**CalPERS Retirement Plan:** 2% @ 60 for Classic Members; 2% @ 62 for New PERS Members, in accordance with PEPRA. The city does not participate in Social Security except for the mandated Medicare portion. The current employee contribution rate for Classic employees is 3%.

**Deferred Compensation:** The city contributes 2% of base salary to either a 457 or a 401(a) plan, subject to plan contribution limits.

**Automobile Allowance:** $450 monthly.

**Medical Insurance:** Medical coverage is provided through CalPERS; all plans fully paid for employee and eligible dependents.

**Management Leave:** 70 hours annually.

**Paid Time Off (PTO):** An all-inclusive paid time off program starts at 21 days annually with the ability to negotiate accrual tier at time of hire.

**Holidays and Floating Holiday Leave:** Eleven holidays and an additional 30 hours of floating holiday time per calendar year are provided. (New hires receive a prorated benefit based on the date of hire.)

**Retiree Medical Insurance:** The city offers a generous retiree medical benefit that includes a vesting table that increases with years of service with the city.

**Relocation Reimbursement:** The city offers a financial assistance program to help offset some of the costs associated with relocating to Sunnyvale for out-of-area candidates.

**Mortgage Assistance Program:** The city offers a very generous mortgage assistance program that provides a low-interest rate loan; requires a 5% down payment, and loan amount up to 10 times annual salary control point. Some restrictions apply.

**Additional Benefits:** Tuition Reimbursement, Employee Assistance Program, and more.

**APPLICATION & SELECTION PROCESS**

The closing date for this recruitment is midnight, Sunday, August 11, 2019. To apply for this opportunity, upload cover letter, resume, and list of six professional references using the “Apply Now” feature at [www.tbcrecruiting.com](http://www.tbcrecruiting.com).

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. A small group of candidates will be invited to participate in additional interviews in Sunnyvale in mid-September. A selection is anticipated shortly thereafter following completion of extensive background and reference checks. Please note that references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.