

Ventura County

Director of Library Services



Inspiring our community to explore, discover, and connect.

Live Healthy • Work Inspired • Play Happy



The County of Ventura invites your interest for the position of **Director of Library Services**

The County of Ventura

From rolling hills to sweeping ocean views, Ventura County is located on the "Gold Coast," approximately 50 miles northwest of Los Angeles and 30 miles south of Santa Barbara. The near perfect Mediterranean climate with an average annual temperature of 74.2 degrees and a wonderful quality of life are a few of the reasons many of the 802,983 residents call Ventura "home." Ventura has a diverse economic base from tourism to high-tech enterprises in beautifully planned communities, making the region one of the safest and fastest growing in Southern California.

The County's 1,873 square miles include 1,846 square miles of land with 43 miles of coastline which is home to the following cities and points of interest: Camarillo, Fillmore, Moorpark, Ojai, Oxnard, Port Hueneme, Santa Paula, Simi Valley, Thousand Oaks, and Ventura as well as national protected areas such as parts of the Angeles National Forest, Channel Islands National Park, and the Santa Monica Mountains National Recreation Area.

The County of Ventura offers numerous year-round activities ranging from walking on the beach to enjoying a concert in a park or sailing to the Channel Islands or hiking in the Los Padres National Forest. Ventura County is home to the Ronald Reagan Presidential Library and Museum, the San Buenaventura Mission, art galleries, and a state-of-the-art Civic Arts Plaza.

Ventura County has a strong economic base that includes major industries such as biotechnology, agriculture, advanced technologies, oil production, military testing and development, and tourism. Home to two universities (California State University Channel Islands and California Lutheran University), and three Community Colleges (Moorpark, Oxnard, and Ventura), multiple university extensions, institutes, and adult schools, the County enjoys a strong structure for workforce development.

Library Services

Libraries are the places we come to as children and return to as adults, to find adventure, to learn, to discover, in the vast world of ideas mankind has created. Ventura County Library System (VCLS) is committed to creating the same sense of community and ownership in the virtual world that our communities find in their neighborhood libraries.

We are committed to providing the communities we serve with the very best of what libraries can provide in as many ways and as conveniently as possible.

Our communities are a vital part of deciding how to create and improve our libraries. We listen for their voices and respond to their ideas. We invite and welcome everyone to engage in life-long learning with us at VCLS.

Visit the VCLS website at <https://www.vencolibrary.org/>

About the Position

The ideal candidate will be a leader who is progressive and visionary; cooperative, collaborative and inclusive; able to hold them self and others to high standards of accountability.

The Director of the Department reports to the Board of Supervisors and County Executive Officer and serves as an "at will" employee who is exempt from the Civil Service System. The employee is appointed by the County Executive Officer, with the concurrence of the County Board of Supervisors.

The Director has full responsibility for the County Library System, directing all operations, including all the personnel, facilities, budget, and programs necessary for the administration of the system.





Qualifications

Comprehensive experience in library management and administration, a Master's Degree in library science and seven (7) years of administrative and supervisory professional library work experience that has included community outreach; and possess and maintain a valid California Driver License.

Typical Duties

Duties may include but are not limited to:

- Coordinates with City/County elected officials and their staff to meet the needs of each service area in regard to operating hours, relevance of collections, programs, and new or expanded facilities; works with County Executive Office staff to develop new funding sources.
- Plans, develops, and implements goals and objectives for library programs and services; develops strategies to achieve Agency goals; develops comprehensive plans to satisfy future needs for services.
- Plans, manages, and coordinates library activities and services; pursues joint agency activities to expand library services; develops plans to upgrade automation and Internet services within the libraries; directs preparation of and administers budgets for each service area.
- Promotes library services, programs and needs to the public, businesses, schools, colleges, library support groups and other governmental agencies; oversees the development of library promotional materials and activities; attends and participates in public and community functions.
- Develops effective work standards and training/development for all operating divisions; selects, trains and evaluates administrative staff.
- Prepares and administers grants and other proposals which provide funding and develops implementation plans.
- Directs the annual preparation and on-going administration of the Library System's budget.

Compensation and Benefits

Current Annual Base Salary Range:
\$156,128.31 - \$176,766.16 per year

The County offers an attractive compensation and benefits package. In addition to the above base salary, other "cash-like" benefits include up-to a 3% match on your 401(k) contributions. After using a minimum of 80 hours of annual leave during a 12 month period, you may redeem a portion of the accrual annually.

RETIREMENT/SOCIAL SECURITY

Both the County and you contribute to the County's Retirement Plan, which immediately vests in your Ventura County Employees Retirement Association (VCERA) account. Defined retirement benefits vest after five (5) years of service. Compensation for retirement purposes includes all cash compensation excluding overtime, and including Flexible Benefits contribution. The County and you also each contribute to Social Security.

HEALTH PLANS

Medical, Dental, and Vision Plans for you and your dependents. A flexible credit allowance of up to \$9,022 annually.

FLEXIBLE SPENDING ACCOUNTS

Increase your spending power by reimbursing you with pre-taxed dollars for IRS approved dependent care and health care expenses.

EXECUTIVE ANNUAL LEAVE

248 hours earned per year, increasing to 288 hours after 5 years of service, to 328 hours after 10 years of service, and to 368 hours after 15 years of service.

HOLIDAYS

10 paid days per year plus a scheduled floating holiday.

AUTOMOBILE ALLOWANCE/MILEAGE REIMBURSEMENT

Employees have the option of using a County vehicle and gasoline card, or receiving \$575 per month auto allowance and having any mileage driven on County business reimbursed at the standard rate established by the IRS.

DEFERRED COMPENSATION

You may elect to contribute to one or both of the County's deferred compensation plans (established under Internal Revenue Code Sections 401(k) and 457). If you participate in the County sponsored 401(k) plan, the County will match a part of your contribution up to 3% of your salary, on a pay period basis. You must be regularly scheduled to work 40 hours or more each pay period to participate in the 401(k) plan. These plans enable you to build long-term savings while deferring current federal and state income taxes. In addition to pre-tax contributions, you are also able to make after-tax contributions through the Roth option available in the 457 plan.

Other benefits include: Disability Plans, Employee Assistance Program, Life Insurance, Tuition Reimbursement, Benefit Reimbursement Program and a Wellness Program.

Incumbents are also entitled to County-paid membership in professional organizations related to their position.



The Process

To apply for this exceptional and unique career opportunity, please do one of the following:

E-mail your current resume to: jessica.ruiz@ventura.org;

Mail a hard copy of your current resume to Jessica Ruiz; County of Ventura Human Resources; 800 South Victoria Avenue, L-1970, Ventura CA 93009;

Submit an on-line application at www.ventura.org/jobs and attach your current resume.

First review of applications is anticipated to be on September 1, 2017

