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CITY OF PASADENA, CALIFORNIA

Director of Libraries and Information Services



PASADENA



THE COMMUNITY

The City of Pasadena is located in the west foothills of the San Gabriel Mountains approximately 10 miles from downtown Los Angeles. Incorporated in 1886, Pasadena is an ethnically and economically diverse and culturally rich community of residents who enjoy the City's high quality of life and wide variety of services for virtually every age and lifestyle. With a population of approximately 140,000 Pasadena is nationally recognized as a destination City for employment, tourism, education, living, arts & entertainment, and innovation. Pasadena is often ranked among the nation's "Top Ten" small- to mid-sized cities in many categories, most notably livability and quality of life. The City takes immense pride in maintaining its historic character and high standard of living while working toward a sustainable future with the right balance of commercial, residential, and retail development. The 12-square-block shopping and

entertainment district known as Old Pasadena is a classic example of the City's success, balancing architectural and historical preservation with smart economic growth and urban living in a pedestrian and bicycle-friendly environment. The Playhouse District, anchored by California's State Theater, the Pasadena Playhouse, also maintains many of the original structures while providing a thriving center for culture, commerce, and community. In addition to its strong economic base, Pasadena has one of the highest number of arts and special events venues per capita in the U.S. Home to the internationally famous Tournament of Roses Parade, Norton Simon Museum, Rose Bowl Stadium, Pasadena Convention Center and Civic Auditorium, the USC Pacific Asia Museum, the Gamble House and many others, Pasadena is easily recognized throughout the world. On a regular basis, the City hosts large-scale events that can attract hundreds of thousands of attendees in just a weekend. Pasadena is home to top engineering, finance, R&D, technology, and healthcare companies, and is recognized as a center for innovation and design, human creativity, and logic as well as institutions such as California Institute of Technology (Caltech), Art Center College of Design, and Pasadena City College. Pasadena's strong innovation economy has attracted more than \$25 billion in federal R&D funding since 2001, more than any other innovation hub in the U.S.

ABOUT THE PASADENA PUBLIC LIBRARIES & INFORMATION SERVICES

The Pasadena Public Library was founded years before Pasadena was incorporated as a city. Residents came together to support the funding of the first library by purchasing shares for as little as \$5. The first library opened February 26, 1884, located on the south side of Colorado St. between Raymond St. and the Santa Fe tracks. Today, the public enjoys access to 10 neighborhood branch libraries. Every resident lives within one mile of a library.

Since its inception over 135 years ago, the Pasadena Public Library has attained a unique position as a very highly regarded educational and cultural resource. The library is an essential partner in the educational, social and recreational well-being of Pasadena's residents. Residents support quality library services as evidenced by high levels of utilization of library services ranging from adult literacy to children's book programs, and city-wide surveys ranking the library among the top municipal services valued most by residents.



BY THE NUMBERS (2022):

- **88,225** participants attended **1,813** library workshops, classes, programs, special events and early learning sessions in person and on Zoom, Facebook, Live, Instagram, and YouTube.
- Library patrons checked out **157,533** library books, DVDs, and CDs.
- **1,819** questions were answered via Ask Us! Live chat and email, including reference, customer service support and homework help.
- Our Facebook, Twitter and Instagram audience grew by nearly 10%, reaching **12,997** followers and **1,289,307** impressions across all platforms. Audience engagement, website and YouTube video views also grew significantly. Our YouTube channel attracted **54,377** views and our website **391,694** views.
- **76,970** items were added to the library's collection, for a total of **1,962,181** print and e-collection materials. We also added online career development resources, online homework help, Kovels Antiques & Collectibles, free legal documents through LawDepot, and ArtistWorks, offering online music lessons.
- **183** community organizations partnered with the library on programs, events and services, including free blood pressure kits, flu and COVID-19 vaccine clinics, contact tracing for COVID-19 and Monkeypox, application assistance for the State's Housing is Key rental assistance program, free State Park passes for checkout and much more.



The operations of the Library and Information Services Department are funded primarily by the General Fund and supplemented by the voter approved parcel tax. On December 12, 2022, Pasadena's residents voted to approve Measure L, the Pasadena Public Library Services Continuation Measure. Passage of the measure will continue to fund 20%, or \$2.8 million, of the Library budget. This funding is used to keep libraries open and well-maintained, purchase up-to-date books and materials, support library programs and services, and retain qualified librarians. It has enabled the Pasadena Public Library to bring many technological improvements to the Library, including an advanced search engine; a computerized magazine and newspaper index; a new online library catalog; and public access to the internet with terminals at all library locations.

Pasadena's Central Library opened its doors at its current location in 1927. The Mediterranean-style building was designed by the firm of Myron Hunt and H.C. Chambers, the architects of the Huntington Library and Occidental College. The building was expanded in the mid-1960s to include a children's story room and two reference wings. In the mid-1980s, a new entrance on the north was constructed as well as two additional floors for circulating books, funded by local, state and federal money. Historically sensitive interior restoration was undertaken in the late 1980s.

As part of the Pasadena Civic Center, the Central Library is listed on the National Register of Historic Landmarks. After the restoration, several honors and awards were bestowed on the Library including the Pasadena Beautiful Foundation's 1987 Award of Merit given for the construction of the North Entrance to the Central Library, the National Preservation Honor Award from the National Trust for Historic Preservation given for the meticulous restoration of the Mediterranean Revival Style at Central Library, and an award of honor in 1988 for Excellence in the Design and Execution of Architecture and the Fine Arts from the Pasadena and Foothill Chapter of the American Institute of Architects.

Many films have used the unique and striking architecture and interior of the Central Library in their shoots including *Foul Play* (1978), *Dead Heat* (1988), *Legally Blonde* (2001), *Red Dragon* (2002), and *The Salton Sea* (2002), just to name a few.

Due to seismic safety concerns, the Central Library was closed. The administrative offices have been relocated, programs moved to other branches and to a vacant elementary school, and the collection moved to temporary storage. Planning is currently underway for reconstruction, with a projected re-opening of approximately five years. The Director will be instrumental in collaborating on and leading the efforts to include work on funding, ensuring staff and community involvement, continuing to develop

temporary facilities, working with the architectural and construction team and helping to set the vision for the Pasadena Library of the future. These efforts are somewhat different from standard work of library administration and will require someone with flexibility as well as a leader with an entrepreneurial spirit.

Mission Statement: The Pasadena Public Library is an essential community space where our dedicated and knowledgeable team provides free access to relevant resources and enriching programs and services. We create a safe and welcoming environment that encourages community collaboration, lifelong learning, inclusivity, exploration, wonder, and curiosity.

To learn more about the Pasadena Public Libraries & Information Service, go to: <https://www.cityofpasadena.net/library/>

THE POSITION

The Director of Library and Information Services is the administrative head of the library and is responsible for approving and implementing policy, developing goals and objectives, supervising staff, administering the library budget, managing community information systems, and directing overall operations. The incumbent serves as a liaison member of the Library Commission and the Pasadena Public Library Foundation. In addition, the Director assesses community needs, popular interests, and social trends through direct and anecdotal methods, and stays politically attuned with cultural and socio-economic diversity through observations, communication with patrons, staff and community groups. This position will continue to work closely with City management, the Library Commission, public and private organizations, and citizen groups, library staff, and professional organizations to formulate policy, develop programs and implement projects to meet community needs. The City's Library has an approximate staff of 100 employees with a \$16million budget.

THE IDEAL CANDIDATE

As the historic Central Library is restored, and new ways of looking at how information is obtained and how libraries will adapt, the City will require an optimistic and charismatic individual; a leader that believes in the mission of the library and can convey and excite the public about the opportunities that lie ahead. The ideal candidate must be a collaborative, dynamic and confident manager with excellent communication and interpersonal skills able to build solid business relationships and partnerships, have excellent public speaking skills, and can manage difficult political waters. The Director will be dedicated and committed to working with key stakeholders to ensure that the library embraces and addresses challenges and priorities while being a creative problem solver to continue the high quality of services that the City is known for.

The successful candidate should be comfortable working on a range of issues, have solid financial and budget management, and a proven track record implementing and seeing projects to completion. A spirit and entrepreneurial drive is ideal to ensure a wide array of multi-cultural events, diverse programs to meet the needs of all community members, and the capacity to manage a hardworking and dedicated staff through the changes, continually building teamwork and cohesion. This is a unique opportunity to create a legacy in the industry with this world class library system and to be an integral leader in celebration and the ribbon cutting for the Central Library re-opening.



QUALIFICATIONS

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include:

- Master's Degree in Library and/or Information Science
- Five (5) years of management, supervisory or administrative experience
- Three (3) years at a supervisory level.

An equivalent combination of professional library experience, education and/or training may substitute for the above listed requirements.

Knowledge, Skills and Abilities

Extensive knowledge of public library objectives, organization, trends, program planning, systems development, and service delivery; administrative principles and methods, including goal setting, program and budget development, and work planning and organization; applicable data processing and computer services for the library field; principles and practices of effective employee supervision, including selection, training, work evaluation, and discipline; equal employment/affirmative action guidelines and policies; applicable laws and regulations.

SALARY AND BENEFITS

The salary range of this position is \$186,288.00 - \$232,860.00 DOE.

The City of Pasadena offers a generous benefit package that includes:

- **Retirement:** 2.5% @ 55 CalPERS formula for Classic members (employee pays 10%); 2% @ 62 CalPERS formula for New members (employee currently pays 9%)
- **Health Insurance:** The City provides an allowance to assist with medical premiums. The 2023 allowance for Employee + 2 coverage is \$1,919.56 per month (Employee only = \$738.30; Employee + 1 = \$1,476.58) and is adjusted annually.
- **Dental Insurance:** The City contributes 100% of employee only PPO premium. For employees who cover a dependent, Pasadena contributes an additional \$80 per month toward premium.
- **Vision Insurance:** The City offers vision care plans for employees. Enrollment is optional and premium is paid by employee.
- **Vacation Leave:** Accrual rate of 120 to 200 hours per year based on years of service.
- **Life Insurance:** Pasadena provides life insurance and accidental death and dismemberment coverage in the amount of \$200,000.
- **Short Term Disability:** Pasadena provides short term disability for each employee in the amount of 66.67% of each employee's covered weekly salary (maximum weekly benefit of \$2200).
- **Long Term Disability:** Pasadena provides long term disability coverage for in the amount of 66.67% of each employee's covered monthly salary (maximum monthly benefit of \$8000).
- **Management Time Off:** 40 hours per year (City Manager may grant up to 80 additional MTO hours).
- **Other Leave:** 80 hours of sick leave allocated per year. Eleven (11) paid holidays.
- **Bonus Pay:** Up to 12% of base pay may be provided on an annual basis at the discretion of the City Manager based upon consistent and highly meritorious or superior performance.
- **Relocation Assistance:** Available
- **Vehicle Allowance:** \$475 per month with City Manager approval
- The City administration operates on a "9/80" schedule, closing on alternate Fridays.

For additional details, please see the [Salary Resolution](#) for executive management employees.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

The final filing date is Friday, March 24, 2023

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/director-of-libraries/>. Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.