



Koff & Associates
A Gallagher Company



Library Manager



THE CITY

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks and beaches, two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

To learn more about the City of Oxnard, go to: www.oxnard.org



THE OXNARD PUBLIC LIBRARY

In 1907, the Oxnard Public Library opened its doors on what is now the corner of C and Fourth Streets in a building funded by the Andrew Carnegie Foundation. Additional branches were opened, but in 1915, when the Ventura County Library System was established, the City of Oxnard leaders decided to maintain the Oxnard Public Library as a separate City library.

Several building expansions occurred over the years. Bookmobile service was introduced in 1956 and served as the library's first extension. The Main Library moved to its current 72,000 square-foot location at 251 South A Street in 1992. The new building provided space for additional books and audio-visual materials, meeting rooms, an amphitheater, and study rooms. In 2000, the library added public computers, a computer lab, and an automated book return system.

The South Oxnard Center Branch Library opened in 1989, replacing the bookmobile and in 2007, was replaced by a state-of-the-art 23,000 square-foot building, providing expanded services including a homework center, study rooms, Children's, Teen, and Spanish-language sections, public computers, a computer lab, and a self check-in and check-out system.

The Colonia Branch Library opened in 1978. This 560 square-foot neighborhood branch provides public computers, class visits, and special programs for all ages.



OXNARD PUBLIC LIBRARY'S MISSION: The mission of the Oxnard Public Library is to enrich the lives of our diverse community by providing free and equal access to the resources, services, and programs that encourage life-long learning and lead to future success:

- Offer open access to all library resources
- Provide quality customer service
- Lead the way to life-long learning

To learn more about the Oxnard Public Library, go to: <https://www.oxnard.org/library-3/>

THE POSITION

The Library Manager oversees an array of library operations, resources and databases, the annual budget, programming, outreach, collection development, circulation and reference services, and manages a staff of approximately 30 full time and 10 temporary employees. Responsibilities include managing, training, hiring, and mentoring professional, paraprofessional and support staff.

The Library Manager 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, public and private organizations, citizen groups, library staff, and professional organizations to formulate policy, develop programs and implement projects to meet community needs.

THE IDEAL CANDIDATE

The ideal candidate must be a vibrant, collaborative, and innovative manager able to motivate and support staff through positive communication, build solid business relationships and partnerships, have excellent public speaking skills, and be able to manage difficult political waters. The Library Manager 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 revamping and creating high quality services.

City leadership is making financial investments and allocations that will increase staffing levels, provide for the purchasing of modern equipment, improve resources and renovations to build a prestigious library system that will attract and engage residents for years to come. This is an excellent opportunity for an optimistic leader with solid interpersonal skills and a passion for the mission of the library to engage staff and the public about the opportunities that lay ahead.

Key characteristics and attributes:

- A comfort level for working on a range of programs with a proven track record of innovation and being results-oriented.
- A collaborative leader who works hand in hand with employees to bring creative ideas and follows through on implementing projects to completion.

- An entrepreneurial drive is critical to ensure a wide array of multi-cultural events and diverse programs to meet the needs of all community members.
- Solid leadership with the ability to manage a devoted and dedicated staff through culture changes, continually building teamwork and cohesion.
- A skill set preparing and administering a library budget; reviews and administers fund allocations and related expenditures; reviews trends, projects, and financial needs; plans and coordinates development and maintenance services of library sites; and oversees budgetary compliance.
- An inspiring leader.

QUALIFICATIONS

- A master's degree in library science from an ALA accredited program.
- Six years of public library experience.
- Two years of supervisory experience.
- Bi-lingual skills are helpful, although not required.



COMPENSATION AND BENEFITS

The salary range for this position is \$92,637 - \$161,972.

- **Retirement Contributions:** New members (as defined by PEPPRA), 2% @ 62; "Classic" members 2% @ 55. The employee will be required to pay a portion of their annual earnings toward their retirement. The City of Oxnard does not participate in social security.
- **Vacation/Annual Accrual Rates:** Leave accrual rates vary between 6.24 – 11.78 hours per pay period based on years of service.
- **Administrative Leave:** 40 hours per fiscal year.
- **Deferred Compensation:** The City contributes 1% to a deferred compensation program. No match required.
- **Retirement Health Savings Program:** City contributes 1% of employee salary to a retirement health savings plan.
- **Health and Dental:** Employees can choose from a variety of medical plans provided by the City. The City's contribution to medical coverage is outlined below:
 - » The City contributes \$1,774.00 towards medical insurance premiums with no cash back. Employees who waive medical insurance will receive \$500.00 per month cash back provided they show proof of other qualifying coverage. The City provides \$30.83 bi-weekly towards dental insurance.
- **Holidays:** The City observes 12 holidays per year.
- **Life Insurance:** City employees receive Basic Life Coverage (\$5,000) + AD&D (\$10,000) + 1 times annual salary 100% paid by the City. Employees also have the option to purchase additional insurance.
- **Tuition Reimbursement:** This position is eligible for 75% reimbursement for work related coursework up to a maximum of \$5000 per fiscal year.
- **Workweek:** The City operates on a 9/80 schedule with every other Friday off.

APPLICATION AND RECRUITMENT PROCESS

The final filing date is Friday, August 18, 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/library-manager/>

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:



Koff & Associates
A Gallagher Company

Frank Rojas

Phone (510) 495-0448

frank_rojas@ajg.com

Website: <https://koffassociates.com>

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.

