

A stylized landscape illustration. The background is white. In the foreground, there are rolling hills in shades of yellow and orange. Above the hills is a blue body of water. In the distance, there are green hills and a tall, thin blue spire. A large, dark blue arch is visible on the right side of the water.

ASSISTANT DIRECTOR OF
SUPPORT SERVICES

THE COMMUNITY

Marin County, with a population of approximately 260,000, is located just north of San Francisco, sharing the historic Golden Gate Bridge as the county line between the city of San Francisco and the County of Marin. Marin County is well known for its beautiful environment, providing access to the ocean, mountains, and redwood forests and is also adjacent to the vineyards of Napa and Sonoma Counties. The Golden Gate National Recreation Area shares land on both sides of the bay between San Francisco and Marin and typifies a profound commitment to the environment and explains why a community that is mostly rural, the largest city having less than 60,000 residents, has such a strong urban identity.



THE LIBRARY

The Marin County Free Library (MCFL) is a faithful representation of the types of diversity within Marin County. The Library's mission is to "provide welcoming, equitable and inclusive opportunities for all to connect, learn and explore."

Library services are provided to very rural, remote, and isolated parts of the county and to those connected by a short ferry ride to San Francisco with access to every urban amenity at their fingertips.

The Library is a special taxing district that operates ten branch libraries in Marin under the authority of the County Board of Supervisors. It provides public library services to the approximately 139,000 residents of the unincorporated areas of the County and the cities of Corte Madera, Fairfax, and Novato.

The Library is an innovative, entrepreneurial, and dynamic civic institution that is committed to providing exceptional services to a community that values the library and encourages it to assume a critical role in creating a strong, equitable, resilient, progressive, and literate community. In November 2022, voters approved Measure B, a parcel tax that provides funding for capital, programmatic, and operational funding for the County library system.

Library headquarters are located in the world-famous Marin County Civic Center, designed by Frank Lloyd Wright, and nominated as a UNESCO World Heritage site. For over 60 years, the Library has remained central to a civic building and historic icon that continues to serve as an active place for civic engagement.



THE POSITION

Reporting to the Director of the Marin County Free Library, the Assistant Director for Support Services will work in partnership with the Assistant Director for Public Services as part of the library's executive leadership team. The Assistant Director will oversee all administrative business operations and together with the Director and the Assistant Director for Public Services, will participate in developing, implementing, and evaluating progress toward the achievement of long- and short-range strategic plans, goals, policies, and procedures that support the mission, vision, and operational efficiency of the library.

Specifically, the Assistant Director for Support Services will be responsible for directing fiscal services, capital projects, human resources, marketing and communications, and collection management for the library system. The Library has a FY24 operating budget of \$23 million and a staff of 116.13 FTE. The Assistant Director will play a critical leadership role, in collaboration with the Director, providing oversight for the development and management of the budget and staffing to ensure the effective alignment of resources with the mission of the Library.

Working closely with three Support Services managers and a dedicated team of 23, the Assistant Director will ensure that the functions of the support services team deliver services that support the continuous provision of best-in-class library services to the community.

This position offers an exciting opportunity to lead and shape the future of the Marin County Free Library, making a meaningful impact on the lives of residents through highly accessible and enriching collections, programs and services, and welcoming facilities.





You Matter Here

THE POSITION

The new Assistant Director will be expected to address the following Departmental priorities:

- Working the Library's executive team to:
 - Support the outcomes and implementation of a new strategic plan that is anticipated to conclude by the end of the first quarter of 2024.
 - Support the deployment of performance accountability metrics that align with the goals and objectives and execution of the strategic plan.
- Initiate a division staff engagement process to develop a comprehensive strategic operations plan and metrics system that energizes and establishes a unified vision for the Support Services Division. Key departmental goals will align with the anticipated Library strategic plan and strengthen the role that the division plays in supporting the Public Services Division and the greater library mission.
- Establish a transparent, departmentwide communication strategy that disseminates timely information regarding department priorities, updates, employee development initiatives as well as, County wide plans, initiatives, and news.
- Work closely with County Human Resources and the MCFL internal Human Resources team to review and nurture the MCFL's human capital needs and talent development programs.
- Create a standard of practice and seamless collaboration that ensures the collective effectiveness for recruitment, and the onboarding process that leads to a positive, impactful, engaging, and inclusive employee engagement experience.
- Upon the completion of a branch library facility assessment, manage, implement, and work in partnership with the County of Marin Public Works Department to ensure that capital improvement projects for 4 branch libraries are completed to meet the requirements approved by voters in Measure B.

THE IDEAL CANDIDATE

The ideal Assistant Director of Support Services candidate is a well-rounded experienced administrator with excellent interpersonal skills and a passion for providing mission-driven community services in a diverse community. The candidate's leadership experience will be marked by a people centric demeanor and a history of strategic and operational leadership within a library, government, or nonprofit setting, and successful implementation of operating strategies, systems, and practices in support of the organization's mission. The ideal candidate will have the skills, knowledge, and demonstrated competencies related to the administration and management of public finance, contracts, human resources, and project management including familiarity with essential basic software applications used in finance, human resources, and project management.

The ideal candidate will possess the following attributes, skills, and experiences:

- Have a collaborative, inclusive management style.
- Demonstrated passion and commitment to the values of equity, diversity, inclusion and belonging in the workplace and the delivery of public library service.
- Be an inspiring leader, teambuilder, and team player who strives to motivate staff, volunteer library support organizations such as the Friends of the Library & the Library Foundation, and the public at large to further the library's mission and make a tangible social impact.
- Financial expertise in developing, managing, and facilitating the allocation of resources of an organizational budget.
- Experience in fostering a culture of inclusivity, professional development, and impactful employee engagement.
- Have successful experience in managing major projects including capital improvements and developing strategies that address the long-term solutions for infrastructure (building) needs.
- Be a persuasive verbal communicator with excellent writing skills.
- Have effectively led and managed change and nurtured growth, while simultaneously balancing bold vision with strategic planning and tactical implementation.
- Have experience working in and creating of an environment where excellence, high performance and innovation thrive.
- Values accountability and responsibility and instills such values in others throughout the organization.



WE WELCOME

ALL AGES

ALL RACES

ALL RELIGIONS

ALL GENDERS

ALL COUNTRIES OF ORIGIN

ALL SEXUAL ORIENTATIONS

ALL SIZES

ALL ABILITIES

ALL PEOPLE

WE STAND WITH YOU. YOU ARE SAFE HERE.

MINIMUM QUALIFICATIONS

Any combination of education and experience that would provide the knowledge and abilities listed.

Typically, a Master's Degree in Public Administration, Business Administration or Library Sciences and five years of progressively responsible administrative experience in a management position in a local government agency, large non-profit organization and/or a library system that has included responsibility for the administration of complex budgets and programs, as well as supervision of professional staff.

Sufficient closely related experience at the management level within the above agency environments may be substituted for the Master's Degree requirement.

APPLICATION AND SELECTION PROCESS

First consideration will be given to applications received by February 9, 2024. **The position is open until filled.** To apply for this outstanding opportunity, please electronically submit your resume, and a compelling letter of interest to The Byers Group at: MCFL.Assistant.Director@byersgroupca.com.

The County of Marin is an Equal Employment Opportunity Employer. Women, minorities, and persons with disabilities are encouraged to apply.

COMPENSATION AND BENEFITS

The current salary range for the position is \$144,664.00 - \$175,843.00. The County of Marin offers a robust benefits package that includes medical, dental, vision, life insurance, and retirement savings. Learn more about benefits [here](#).



THE BYERS GROUP
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