

THE CITY OF SCOTTSDALE, ARIZONA



INVITES YOUR INTEREST IN THE POSITION OF
**LIBRARY SERVICES
DEPARTMENT DIRECTOR**



The West's Most Western Town!



SCOTTSDALE – AN OUTSTANDING OPPORTUNITY IN THE SONORAN DESERT



This is an outstanding opportunity for a seasoned management professional to work in a vibrant and highly respected community in the State of Arizona. The City is seeking a progressive, innovative and professional Library Services Department Director to lead the City's Library system into the future.

This is a great opportunity for a Library Services Department Director to be an integral part of a tourist-oriented community that is highly progressive and interested in being at the forefront locally and nationally. This is a premier professional opportunity and Scottsdale is a wonderful place to work and live!

THE IDEAL CANDIDATE

The successful candidate for the position of Library Services Department Director of the City of Scottsdale should meet the following criteria:

- Possess a Master's degree in Library Science, Business Administration, Public Administration, or a related field from an accredited college or university.
- Display evidence of continued professional development such as designation as a Credentialed Manager or equivalent.
- Seven years experience in responsible library work, administration or a related field. Five years experience in program management and supervision.
- An equivalent combination of education and job-related experience may substitute for the educational requirements on a year-for-year basis.

Knowledge of:

- Principles, library policies, best practices, trends and current professional library theories and issues.
- Creating and maintaining library budgets in relation to City budget practices.
- Customer service principles and practices with dedicated emphasis towards excellence in service delivery.
- Current and emerging models, practices, and tools used by public libraries for the access and discoverability of resources.
- Library resources, both digital and physical, with proven ability to research, retrieve, evaluate, and utilize.
- Microsoft Office products and other relevant technologies.

Ability to:

- Provide leadership and embrace risk taking, innovation, collaboration and change.
- Listen, communicate and positively interact with internal and external customers.
- Determine community needs and interest in relation to library services.
- Analyze and evaluate library needs and services.
- Collect and analyze data in order to make recommendations in verbal and written form.
- Comprehend and make inferences from written material and verbal and/or written instructions.
- Make mathematical calculations and draw logical conclusions.
- Handle multiple projects simultaneously and use good judgment in prioritizing work assignments.
- Prepare effective detailed written reports and presentations.
- Proficiently perform on a variety of computer systems, comprehension, summarizing and writing/editing.
- Attend or conduct meetings in a variety of work locations as needed.
- Supervise and coordinate the activities of the staff and subordinate supervisors including training, scheduling, hiring decisions, written performance evaluations and possible disciplinary actions.
- Observe, review and check the work of staff members to ensure conformance with standards.
- Establish and maintain effective working relationships with library staff, community leaders, volunteers, board members, public officials and the general public.

Additional attributes sought in the next Library Services Department Director include ability to develop and maintain an effective strategic plan, someone who is willing to conduct outreach efforts to the community and a person who is an effective developer of staff.

ABOUT THE POSITION

The Library Services Department Director directs all library activities for the Library Department. This includes a main library and four branch libraries. The Library Services Department Director oversees professional library services that link resources and customers and enables community civil discourse. The Library Services Department Director serves as an innovative leader within the library, city government, and the community.

The Library Services Department Director is an information advocate and forward thinker who inspires learning, discovery and the development of 21st century skills of staff, volunteers, and the community. The Library Services Department Director oversees a variety of literacy programming, content creation, and preservation. He/she inspires continued learning, collaboration, skill development, and advocates for the library.

The Scottsdale library currently employs 144 staff and there are 400 volunteers. This position reports to the Community Services Executive Director.

Essential functions include:

- Provides and models exceptional customer service by making the customer the first priority.
 - Establishes, maintains, and fosters positive, harmonious, professional, and effective working relationships.
 - Creates and delivers exceptional programming and educational opportunities within the library, through community outreach, and virtually.
 - Teaches and collaborates with customers, staff, and a variety of organizations to create content, to be effective consumers of information, and to be lifelong learners.
 - Communicates library policies and procedures and requests compliance with library rules of Conduct.
 - Performs daily duties in a manner consistent with the library's mission, goals and objectives.
 - Meets diverse community needs, exposes the libraries' rich collections and resources to the community and continually learns, applies and teaches new technologies.
 - Delivers the total range of library services, programs and activities to library users.
 - Studies community needs and appropriate library methods and makes plans to develop the services of the library system to more effectively meet the needs of the community.
 - Investigates new library techniques and procedures and revises present methods to improve services.
 - Listens and communicates effectively with other officials, employees, volunteers, citizens, Library Advisory Board, Friends of the Library, clubs and other community organizations explaining the library system, objectives, policies, services and goals.
- Prepares, controls, plans and implements the library's budget.
 - Supervises and is responsible for overall management of staff including training, scheduling, hiring decisions, and written performance evaluations.
 - Works with employees to correct deficiencies and, if necessary, implements disciplinary procedures.





ABOUT THE CITY

Scottsdale is one of Arizona's ten largest cities. Prominently located in the Valley of the Sun, with a population of more than 225,000 (about 300,000 at build out) and a rich history in tourism, Scottsdale is visited by more than 9 million people annually, generating an economic impact of \$3.7 billion. Home to Arizona's finest shopping and dining, Scottsdale offers ranches, hiking trails, golfing, award winning resorts and acclaimed art galleries. Residents and visitors enjoy a quality of life like no other.

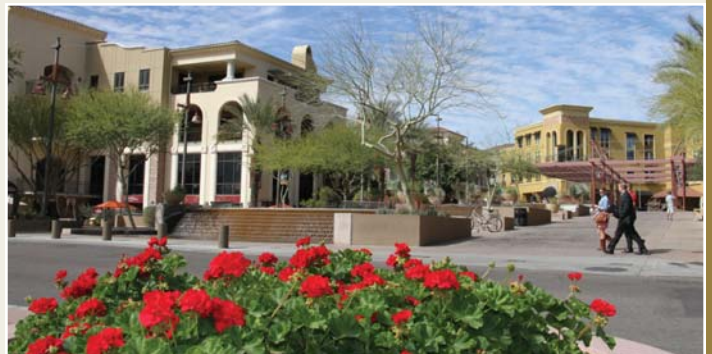


More than 20 percent of Arizona's corporate headquarters are in Scottsdale, and 98 percent of Arizona's software companies are located here with the highest percentage of employment growth expected in the Mountain West region during the next five years. Scottsdale is ranked as the sixth safest city in America, holds a Gold ranking as one of the Top Ten Best Burbs for Biking, and is an up and coming foodie location. It was also honored as Arizona's 2013 "eCity" by Google, and is home to some of Arizona's top performing public and private schools.

The Scottsdale Airpark is one of the largest employment centers in the State of Arizona with more than 2,500 businesses and 41,000 employees in over 2 million square feet of commercial space. Strategically located along the Loop 101 corridor, it has access to a workforce of nearly half a million people within a 30-minute commute and transportation links include a world-class municipal general aviation airport. Some of the most prestigious business headquarters locations in the western United States can be found here. They include GoDaddy, Taser, JDA Software, Magellan Health, Nautilus Insurance, Quicken Loans, as well as regional operations for CVS Health and Vanguard.

The "Cure Corridor" located along Shea Boulevard, boasts the city's health care and biotech industry clusters. These medical leaders are working cooperatively on innovative research and treatments that are placing Scottsdale at the forefront of a number of medical breakthroughs. Thirteen percent of all Metro area bio-life sciences employment is located in the City of Scottsdale, at facilities such as Mayo Clinic and Honor Health.

Downtown Scottsdale is home to a number of corporate users, including YELP, McKesson, Weebly, Zenefits, and one of the most successful shopping centers in the southwestern United States – Scottsdale Fashion Square. Technology companies and young professionals are attracted to the area because it provides a mix of specialty retail, art galleries, dining to suit every taste, legendary nightlife, and



public art and cultural attractions with a broad appeal. Also, these individuals and companies find that they can enjoy a higher standard of living for a fraction of the cost found in other metropolitan areas of the U. S., and enjoy easy access to the Loop 101 and Sky Harbor Airport.

Only a five minute drive from Downtown Scottsdale is SkySong, the Arizona State University Scottsdale Innovation Center, which is home to a global business community linking technology, research, education and entrepreneurship. This half-built 42-acre mixed use development will eventually house 1.2 million square feet of commercial space with on-site luxury residential apartments and retail/restaurant offerings.

See the City website at ScottsdaleAZ.gov for additional information.

CITY GOVERNMENT

Scottsdale operates under a Council/Manager form of government with a directly-elected Mayor and six Council Members serving as the governing body. All are elected at-large on a non-partisan basis and serve staggered four-year terms. Elections are held in November of even-numbered years to coincide with national elections. City Councilmembers are limited to three 4-year terms.

Scottsdale has six appointed officers reporting to the City Council. They include the City Attorney, City Auditor, City Clerk, City Manager, City Treasurer and the Presiding Judge of the City Court.

The City currently has an FY 2018-19 overall annual budget of \$1,380.6 million. The majority of the General Fund revenues come from sales tax. The City is in good shape financially.

There are approximately 2600 employees of the City. The City also utilizes a large number of volunteers on an annual basis.





COMPENSATION

The starting annual salary for the Library Services Department Director position will be market competitive depending on the qualifications and experience of the selected candidate. Current salary range is \$91,936.00 to \$133,681.60 annually, depending on experience. An excellent fringe benefit plan will be provided as well. Reasonable relocation expense reimbursement will be negotiated. To review the City of Scottsdale competitive employee benefits please visit: <http://www.scottsdaleaz.gov/hr/benefits>.

THE SELECTION PROCESS – HOW TO APPLY

This position is open until filled. First review of candidates will occur on **July 20, 2018**.

Confidential resumes should be sent by close of business on **July 19, 2018** to:

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The Mercer Group, Inc.
Consultants To Management

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