

Assistant Director

Annual Salary: \$153,150 - \$205,254

Summary

Under general direction from the Executive Director, provides complex administrative support by assuming broad responsibilities for the oversight of systems' operations of the Peninsula Library System (PLS) and the Pacific Library Partnership (PLP) as well as to other contracting organizations/agencies.

Organizational Impact

- In a complex organization with multiple stakeholders, shares responsibility with the Director for its funding, budget, management, and success.
- Assists the Director in ensuring that all strategic plans, annual plans, programs, and services of PLS and PLP include input from system members, are consistently relevant to all stakeholders, and are effective and successful.
- As a liaison to all contracting agencies, jointly responsible with the director to ensure the organization is responsive and successfully improves their effectiveness and value.
- As an ambassador to the agencies, actively promotes understanding of the roles, services, and value of PLS and PLP to member libraries and individual staff.

Essential Duties and Responsibilities:

- Assists the Director in planning, directing and managing the services, activities and operations of PLS and PLP and other contracting organizations/agencies.
- Works with PLS and PLP Executive Committees, Administrative Councils, standing committees, working groups, ad hoc committees, and administrative and/or executive councils of other contracting organizations/agencies.
- Develops professional development and continuing education opportunities for member libraries which proactively meet current and future challenges.
- Develops products and services to meet the varying needs of member libraries, including identifying and sharing innovative service trends to share with and model.
- Provides organization-wide supervision including hiring, interviewing, training, planning, assigning, directing work, performance evaluation, and appraisal.

Other Job Duties:

- In coordination with the Director and Controller, directs the development and administration of the systems' budgets; coordinates the forecasting of funds needed to carry out the strategic plans and priorities of the systems.
- Attends and participates in all system Executive and Council meetings, prepares agendas and minutes, and oversees preparation of reports for meetings in compliance with California law.
- May attend additional committee, ad hoc, and work group meetings as a participant or liaison.
- Responds to concerns or issues from the Executive Committees or Councils.
- Provides library technology and electronic resources expertise to the systems.
- May oversee one or more functional areas of PLS, including the IT department of PLS (the Peninsula Libraries Automated Network, or PLAN), delivery services provided to PLS and PLP member libraries, and PLS facilities and operations units.
- Serves as the project manager for services provided by PLS or through contracts with other systems or entities.
- Gains and maintains an in-depth understanding of the relationship between local libraries, library systems and the State Library, the California Library Services Act and other California laws governing public libraries.
- Provides support to other legacy systems within PLP (Bay Area Library and Information System (BALIS), Monterey Bay Area Cooperative System (MOBAC), Silicon Valley Library System (SVLS) as required
- Collaborates closely with PLS management team to ensure efficient and effective operations.
- May be authorized to act as the Director in their absence.

This job description is not a complete list of potential duties. Employees will be required to follow any other instructions and to perform any other duties requested by their supervisor.

EDUCATION AND EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to qualify is:

- Education: A master's degree or recognized equivalent degree in library science from an ALA accredited college or university (*strongly preferred*).
- Experience: Five or more years of related professional experience, including three years of administrative or supervisory experience in a library environment.

REQUIRED QUALIFICATIONS

- **Leadership**
 - Inspire and motivate through curiosity, collaboration, and enthusiasm
 - Use sound and accurate judgement to make solid, timely decisions
 - Build and maintain trust and respect with staff
 - Establish strong relationships with all PLS and PLP stakeholders as well as stakeholders of other contracted entities through responsive action and accountability
 - Embody integrity
 - Model and encourage work/life balance
- **Knowledge**
 - Principles and practices of administration in the public sector, including human resources, budget preparation and administration, project management and service design and delivery
 - Principles and practices of modern library services and library organizational structure; values and principles of librarianship
 - Principles and practices of library technology and the delivery of electronic resources and services
- **Management**
 - Plan, assign, evaluate, and direct the work of professional and technical staff
 - Include staff in planning and decision-making
 - Develop staff skills and encourage growth
 - Provide regular and effective performance feedback
 - Establish and maintain effective working relationships
- **Analytical and Strategic Thinking**
 - Analyze complex situations or problems, seek input from stakeholders, carefully evaluate options and implement agreed upon solutions
 - Make sound recommendations and decisions based on research and analysis
 - Visualize the big picture while maintaining a high attention to detail
 - Develop thoughtful and creative strategies to achieve organizational goals
 - Understand the strengths and weaknesses of the organizations served
 - Maintain awareness of opportunities to enact positive and productive change
- **Communication**
 - Express ideas clearly and effectively, both orally and in writing, including in group presentations
 - Demonstrate diplomacy and tactfulness in all responses and interactions

PREFERRED QUALIFICATIONS

- Significant experience with the operations of a library delivery or library IT department
- Experience with applying for and managing grants, particularly LSTA grants.
- Experience with procurement procedures, requests for proposals, and other formal bidding processes.
- Experience and comfort with advocacy, in particular with library related issues
- Knowledge and understanding of the administrative structure and history of PLS, PLP and other contracting agencies
- Understanding of and experience with library boards, municipal or county councils/committees, and Brown Act requirements
- Understanding of regional library cooperatives and the California Library Services Act (CLSA)
- The structures, management and history of Bay Area libraries and library agencies
- Policies and procedures of local, state and federal library programs as well as private or non-profit funding programs to ensure compliance and leverage opportunities

Work Environment and Physical Demands:

Normally seated, standing or walking at will; normal physical activity including some bending, pushing, pulling, and carrying, which may range up to 50 lbs., upon occasion. Keyboarding and working at a computer monitor for extended periods required. Phone usage, reading, speaking, and listening required. Work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices or work rooms. Frequent travel within the service area and the State is required.

This position will be required to work in our San Mateo office, five days a week. Limited telecommuting options may be discussed following a 6-month performance review, but telecommuting is not guaranteed as part of this position.

Potential candidates outside the Bay Area are strongly encouraged to research the cost of housing and overall cost of living in the area before applying.

Benefits:

Insurance: Cafeteria plan for medical and dental insurance, employer-paid life insurance. Any portion of the employer's medical and dental insurance contribution not allocated to employee's plan will be placed into the employee's Deferred Compensation plan annually.

Retirement: Defined Contribution pension plan with 7.5% contribution paid by employer.

Other Benefits: Minimum of two weeks of vacation per year, four days floating holidays, one week of management leave and 11 days of paid holidays. Deferred Compensation available.

How to apply:

Please submit the following to Wendy Cao, caow@plsinfo.org.

Deadline: September 28, 2026, 5 p.m. Initial interviews will be held remotely.

Please include a cover letter, resume, three references, and responses to Supplemental Questions.

Please include the answers to the following Supplemental Questions:

1. The Peninsula Library System, a library consortium, and the Pacific Library Partnership, a library cooperative, recognize that libraries are stronger when they work together. Please discuss ways in which you have led projects, initiatives, or other programs which worked beyond the boundaries of your organization to involve other libraries, community organizations, government partners, or other entities.
2. Please describe your experience working with boards or committees. What were some of the challenges you faced and how did you work through them to help the board or committee achieve its goals?
3. What is your perception of the current library environment, particularly in the Bay Area? What are some of the challenges and opportunities this environment presents and how do you see library cooperatives and consortia playing a role in addressing some of these issues?
4. What are the three most important values you demonstrate as a leader? Please describe examples that exemplify each of these leadership values in practice within your past work experience.