

- **Savings Plan (401k)** – Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.

**COUNTY OF LOS ANGELES
CHILD SUPPORT COMPLIANCE PROGRAM**

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.



SPECIAL INFORMATION: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call: (213) 738-2057 ADA Coordinator - Voice (800) 899-4099; TTY (800) 897-0077; CRS (800) 735-2922.

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

SOCIAL SECURITY ACT OF 2004: Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945)

prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest and resume detailing education completed, positions held, current salary and special qualifications.

Resume should include the following:

1. Names of schools, colleges or universities attended, dates attended, degrees earned and field of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
3. Information required to determine if candidate meets the Minimum Requirements and Desirable Qualifications sections of this recruitment announcement.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received and kept confidential and utilized solely for required statistical purposes.

Please submit statement of interest, resume and all supporting documents to:

Deborah Schwarz, President & CEO
Library Associates Companies
6500 Wilshire Blvd., Suite 2240
Los Angeles, CA 90048
Tel. (323) 302-9436
Fax (323) 852-1093
jobs@libraryassociates.com

Date Posted: July 11, 2008

**This announcement may be downloaded from the
 COUNTY OF LOS ANGELES website at:
dhr.lacounty.info.**

**THE COUNTY OF LOS ANGELES IS AN
 ACTIVE EQUAL OPPORTUNITY EMPLOYER**

THE COUNTY OF LOS ANGELES



**Invites Resumes
 For**

ASSISTANT DIRECTOR, PUBLIC SERVICES, LIBRARY (UNCLASSIFIED)



**ANNUAL SALARY
 \$111,666.00 to \$169,015.56
 (MAPP RANGE 14)**

FILING PERIOD July 11, 2008 – Until the position is filled



The County of Los Angeles

The County of Los Angeles, with a population of more than 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts and the Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. A recent change in the governing structure of the County has all Department Heads reporting to the Chief Executive Officer with the exception of elected officials (Assessor, District Attorney and Sheriff), the Fire Chief, Auditor-Controller, County Counsel and the Executive Officer of the Board of Supervisors.

The County has an annual budget in excess of \$22 billion. Thirty-nine major administrative units or departments serve the needs of the County's population. The County employs over 100,000 full-time personnel to serve its diverse population.

THE COUNTY OF LOS ANGELES PUBLIC LIBRARY

The County of Los Angeles Public Library is a network of community-focused libraries that provide the County's diverse communities with easy access to the information and knowledge they need to nurture their cultural exploration and lifelong learning. The County Library uses expanded information networks and new technology to offer a broad range of learning resources to County residents in the unincorporated areas and 51 cities.

Library statistics reflect a well-used library system: 2.6 million registered borrowers; 4 million items circulated yearly; 10 million informational questions answered; 600,000 children attending library programs each year; and 13 million visits to County libraries annually. Through 84 libraries and four bookmobiles, customers find a full range of information services. Four ethnic resources centers provide specialized historical and cultural materials: American Indian, African American, Asian Pacific, and Chicano. County community libraries offer literacy programs, homework centers, storytimes, special programs for children and adults, summer reading activities, and public access to the Internet.

THE POSITION

The Assistant Director, Public Services, Library has immediate charge of the Public Services Division of the Public Library and reports to the Chief Deputy County Librarian. The incumbent provides professional and administrative direction to subordinate supervisors in

provision of community library services to the adult and juvenile reading public in the unincorporated areas and cities served by the County Library District. The incumbent must have thorough knowledge of library administration and library programs, policies, and procedures. The incumbent must also have a thorough knowledge of general management and supervision theories and practices; personnel, public and employee relations principles; budget administration; operations forecasting and planning; and administrative and organizational principles.

EXAMPLES OF DUTIES

- Assists in the formulation, interpretation and execution of departmental policies and procedures related to the public services operations of the department.
- Has immediate responsibility, through subordinate supervisors, for all phases of community library operations providing direct services to the public and coordinating specialized services such as collection development, Adult Services, Children's, Teens, cultural programming, electronic resources including the Library's website, ethnic resource centers and other special collections.
- Directs the activities of all personnel involved in public services, including final selection of professional staff and establishment of work standards that conform to departmental policies, procedures and regulations.
- Directs the preparation of the annual budget request for Public Services.
- Directs community needs assessment studies and the promotion of library services through contacts with elected and appointed officials, advisory councils and community groups.
- Works closely with Board offices.
- Represents the County Librarian at community or professional meetings and conferences.



MINIMUM REQUIREMENTS

TRAINING AND EXPERIENCE: Four years' professional library experience, two years' of which must have been at a level equivalent to an Assistant Regional Administrator or higher with the County of Los Angeles Public Library. *An Assistant Regional Administrator assists in the planning, directing and coordinating of the delivery of library services within one of five operational regions of the Los Angeles County Public Library.

LICENSE: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

*Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services.

DESIRABLE QUALIFICATIONS

- Extensive experience and understanding of public library management principles, including awareness of current public library trends.
- Knowledge of best practices in public libraries including technology and service design.
- Experience solving problems related to procedure, organizational and management policies; budget; capital projects; compensation; and other administrative areas.
- Leadership experience in directing subordinate managers involved in program, organization, fiscal and personnel management.
- Experience developing and articulating a strategic vision in response to environmental and operational challenges and experience obtaining broad-based consensus and support for the implementation of the organizational vision.
- Demonstrated team-building skills to foster excellent customer service.
- Experience interacting with elected and public officials, other department executives, community groups, and public and private agencies.

- Excellent oral and written communication skills which result in clear and concise directions and explanations to others.

SELECTION PROCESS

- Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. *Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process.*
- The names of the most highly qualified candidates will be submitted to the County Librarian for consideration and approval.

NOTE: An extensive background investigation will be completed on the candidates recommended to the County Librarian.

ANNUAL SALARY & BENEFITS

ANNUAL SALARY:

\$111,666.00 to \$169,015.56 (MAPP Range 14). The successful candidate may be appointed to any salary within the range, depending on qualifications. This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

BENEFITS:

The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.
- **MegaFlex Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurances. (Not applicable to County employees who are currently in Flex.)
- **Non-Elective Days** – 10 paid days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **Dependent Care and Health Care Reimbursement Accounts** are also available.