



DIRECTOR OF LIBRARY SERVICES
City of **Palm Desert, California**

Recruitment Services Provided By





The Opportunity

Imagine...the opportunity to build library facilities and services from the ground up, free from the constraints of the past – all in a community that is well funded and supportive of its library system. If you are the type of leader that views this as an enticing challenge, read on.

About Palm Desert

Palm Desert is a vibrant and beautiful city located in the heart of the Coachella Valley of Southern California. With a population of over 53,000 residents, Palm Desert is a popular destination for tourists and a thriving community for residents. The city is known for its excellent quality of life, with a diverse and inclusive community, exceptional educational opportunities, and access to world-class healthcare. The City of Palm Desert is an excellent place to work, with a strong commitment to attracting and retaining top talent who are aligned with a focus on community service and improvement.

In addition to its other attractive characteristics, Palm Desert is a hub for cultural and recreational activities, with an abundance of art galleries, theaters, public art, and outdoor spaces to explore. The city is home to the world-renowned McCallum Theatre, which hosts a range of performances and events throughout the year. Additionally, the Palm Desert Civic Center Park offers a variety of recreational opportunities, including sports fields, playgrounds, and picnic areas. Another of the many attractions in Palm Desert is the beautiful Desert Willow Golf Resort,

which was developed by and owned by the City. Desert Willow boasts a stunning clubhouse with a full-service restaurant, vista bar, and a well-equipped pro shop. One of Desert Willow's two Championship courses was featured on the front page of the Smithsonian magazine for its use of desert landscaping and sustainable water management practices while offering unmatched panoramic vistas and a lush, oasis-like experience. It continues to garner awards as one of the nation's premier, pace-setting public golf resorts. When completed, the resort will contain more than 1,000 hotel/timeshare rooms, as well as commercial development and an entertainment venue.

As a growing city, Palm Desert is committed to sustainable development, with a focus on preserving the natural beauty of the surrounding desert environment. The city is also dedicated to promoting economic growth and development, with a strong emphasis on supporting local businesses and entrepreneurs. It is expected that the City will be home to another 10,000 residents in the next decade, thus staff is busy developing new amenities and services for the incoming residents.



City Government

Incorporated in 1973, the City of Palm Desert operates under the Council-Manager form of government. The political leadership of five Council Members elected to four-year overlapping terms is combined with the daily leadership of the City Manager. Palm Desert contracts for many services, including public safety, through Riverside County. Park operations and recreational activities are contracted through the Desert Recreation District. The City's 130 employees are proud to work for the community and take pride in providing exceptional customer service to residents and visitors alike.

The fiscal year 2022/2023 budget allocates funds to the City's highest priority – the well-being and safety of residents, visitors, and businesses. The City has established strong financial reserves over many years and continues to enjoy a strong financial foundation. The City's FY 2022/2023 General Fund budget is \$71.2 million and all-funds budget is \$151.5 million.





The Position

After several months of discussion and gathering information, the City Council directed staff to move the library operations from an external contract with Riverside County to an internal operation. The new municipal library has the expectation to be a customer focused, high performing, effective, efficient, innovative, vibrant, and program-based library services model that integrates best practices for residents and guests.

As a result, Palm Desert will now hire a new Director of Library Services, who will report directly to the City Manager's Office, to lead the planning, programming and transition for the City to assume operations of its current library facility on July 1, 2024. Initially the City will continue operations at its current facility, located at the College of the Desert, while it plans, constructs, and transitions to one or two new facilities. The new library (or libraries) will provide innovative and creative services that complement its regional counterparts.

In the current year, the Director will oversee a budget of \$1 million as the City prepares to assume operations in 2024. The FY 24/25 budget, once the City has assumed operations, will be \$2.7 million. The Director will develop a staffing plan for library services that is reflective of the expectations, as well as create policies, and facilitate the logistics of establishing new operations. The position will work with the City's library task force in garnering community input and ideas for library services.

The Director of Library Services will manage all resources of the library, including staff, materials, budgets and other funding. Additionally, the Director will develop and administer policies, annual and long-term master plans, and promote a fully automated, user-friendly and innovative library environment.

Challenges and Opportunities

The Director of Library Services for the City of Palm Desert will have the opportunity to address some exciting professional challenges which will leave a long-lasting impact on the entire city:

- The new Director will have an exciting opportunity to build a best-in-class municipal library system that is contemporary and in keeping with the high standards of Palm Desert.
- The existing culture for the City of Palm Desert is one of excellent customer service, transparency, and ownership. The new Director must not only model these attitudes and behaviors but also be responsible for hiring and acclimating an entire staff in the same.
- With a supportive Council and community, there is a focus to create an innovative model for library services with robust programming and professionalism.
- Developing a municipal library system in conjunction with neighboring municipal libraries.
- Implementing innovative and trend setting programs, events, and literacy services.





Ideal Candidate

The ideal candidate for the Director of Library Services in the City of Palm Desert will possess certain traits and experiences that will likely lead to success:

- The next Director must have the ability to represent the library's mission by having some knowledge and experience in public relations. Computerized system experience and knowledge of current trends in library services and technology are critical.
- A proactive mindset with strong communication skills, along with a team orientation will assist the successful candidate in finding success. The ability to develop synergy between departments to achieve city goals and create an environment where ideas are fostered and nurtured is ideal.
- A "can-do" attitude with a desire to facilitate beneficial outcomes on behalf of the City of Palm Desert will successfully position the next Director of Library Services as a member of the service-driven City Executive Leadership Team.
- Flexibility, adaptability, and a willingness to propose and implement new ideas – even at a calculated risk - are desirable traits.
- The successful candidate will have the unique traits and experience to provide solutions, rather than create barriers, along with having a strategic perspective and ability to see the long-term use and impacts of library services in the Palm Desert community.

Qualifications

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

Education: Master of Library Science or equivalent degree from an ALA accredited college or university.

Experience: Six years of progressively responsible library service experience, including three years of personnel management and administrative responsibility.





Compensation & Benefits

The hiring range for the Director of Library Services is **+/- \$180,000** dependent on qualifications. In addition, an excellent executive benefit package is outlined below. Key benefits include:

Retirement: Retirement is provided through CalPERS. Classic CalPERS members are eligible for the 2% @ 55 formula, while PEPRA members are eligible for 2% @ 62.

Deferred Compensation: A voluntary deferred compensation program—457 and 401a with 2% City match to the 401a program.

Retiree Health Savings Account: 1% contribution that the city matches.

Medical, Dental and Vision Insurance: IRC 125 cafeteria plan that includes CalPERS medical insurance (fully paid PPO and HMO options for employees and dependents).

Holidays/Sick Leave:

- 12 annual holidays and 2 floating holidays per calendar year
- 12 annual sick days

Vacation: A competitive number of vacation days will be negotiated as part of the overall benefit package.

Life Insurance: Amount equal to annual salary.

Long Term Disability Insurance: City paid long-term disability insurance.

Tuition Reimbursement: An educational incentive program.

Employee Assistance Program: City paid.

Ride-share program: An alternative transportation incentive program.

Relocation Assistance: Up to \$5,000 of reimbursement is available from the City.

The Recruitment Process

This recruitment will be handled with strict confidentiality. References will not be contacted until mutual interest has been established. Confidential inquiries are welcomed to Greg Nelson or Bryan Noblett at (916) 550-4100.

Interested candidates may apply online at www.mosaicpublic.com.

Candidates are encouraged to apply immediately, as this recruitment will close early once a sufficiently strong pool of stellar candidates has been established.

The City of Palm Desert is an Equal Opportunity Employer.

