Town of Los Gatos
Invites applications for
Librarian
Open Until August 9, 2021
Salary Range is $77,064—$99,549 annually
Placement within the range DOQ

THE ORGANIZATION
The Town of Los Gatos is a general law city operating under the Council/Manager form of government. The Town Manager and Town Attorney are appointed by and directly report to the Council. The Town’s 150 full and part-time employees are organized into the following departments: Parks & Public Works, Community Development, Police, Library, and Administrative Services (Town Manager’s Office Administration, Clerk Administration, Finance, Information Technology and Human Resources).

THE COMMUNITY
Nestled at the base of the majestic Santa Cruz mountains, located about 60 miles south of San Francisco, Los Gatos offers a small town charm with a high level of community pride. With an approximate population of 31,000, Los Gatos is a unique community offering natural beauty that inspires a healthy lifestyle. Los Gatos has a strong economic presence, with an award-winning downtown that offers unique shopping and dining, as well as local and regional favorites.

About the Department
The Los Gatos Library is the Town’s primary provider of information services for the community. The 30,000 square foot two-story LEED Gold building houses a children’s area, teen’s “tree house”, history room, periodical room with fireplace and contemporary art. The Library’s mission is to foster curiosity and community connection and we strive to be at the heart of an engaged and vibrant community. The Library staff is respectful, welcoming, curious, progressive, and timeless.

About the Position
The Community Librarian will be joining the Library’s vibrant and highly collaborative Content Team. This team of four librarians provides reference and reader’s advisory services, manages Library collections, develops and markets programs within the Library and for outreach in the community. This position will work primarily with collections and programs for adults and seniors, however the ability to develop and deliver programming for all ages is a regular part of the job. Other activities include participating in vendor relations, outreach, assisting in development of annual collection and programming budgets and providing input in Library policies. This staff member will be the person in charge on some weekends or evenings. We are a small organization, and our team members are cross trained and regularly work in all Library Departments including historical archives, children’s services, and teen services. The flexibility to work evenings and weekends in required.

The position is non-exempt and represented by the Town Employees’ Association (TEA).
TOWN BENEFITS

The Town offers an attractive benefits package including:

**Retirement:** Public Employees' Retirement System 2% @ 60 plan for qualified "classic employees" as defined by CalPERS; 2% @ 62 plan for "new members".

**Health Care:** The Town provides a generous employer contribution toward the purchase of medical, dental, and vision coverage.

**Cash-in-Lieu:** Employees may waive coverage and receive cash-in-lieu up to $400 per month.

**Income Protection Insurance:** $50,000 Town-paid term life insurance (option to purchase supplemental employee and dependent life insurance) and short- and long-term disability insurance.

**Paid Leaves:** 10 days vacation accrual; 12 days sick accrual; 3 days personal leave; and 10 holidays per calendar year.

**Section 125 Flexible Spending Accounts:** Voluntary pretax employee contributions up to $2,650 for health care expenses and up to $5,000 for dependent care expenses per year.

**Deferred Compensation:** The Town offers an optional 457 Plan through ICMA.

**Employee Assistance Program:** Counseling and additional work/life services.

---

**A Typical Day**

Our new Librarian should expect a highly varied array of tasks to fall into their regular routine. You might start the morning developing a quarterly outreach plan. When the Library opens, you might lead a story time or a group of forty 5-year-olds. You would then spend time developing an adult fiction collection that speaks to the unique needs and tastes of the Los Gatos community. After school end, you can expect to work with a tidal wave of boisterous teens as they arrive at the Library. You might end the evening hosting a new exciting program we haven’t even thought of yet. Every day will find you providing excellent customer service, and working collaboratively with Team Content and other Library Teams to solve problems, plan strategically, and assess the needs of our community. You’ll need unflagging energy, the ability to move from one task to another without losing focus, and a solid dose of humor and optimism to be a successful team member.

**Education and Experience**

- Master's degree in Library Science from an ALA accredited college or university.

**Application and Selection Process**

The recruitment is open until **August 9, 2021**. To be considered for this opportunity, please [click here](#) to apply. Candidates whose backgrounds best match the position will continue in the selection process. Meeting the minimum qualifications does not guarantee candidates will continue in the process.

**Tentative Recruitment Schedule:**

- Applications Reviewed: Week of August 9, 2021
- Oral Panel Interview: Week of August 16, 2021
- Department Interview: Week of August 23, 2021

*The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract. Equal Opportunity Employer (EOE). The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.*