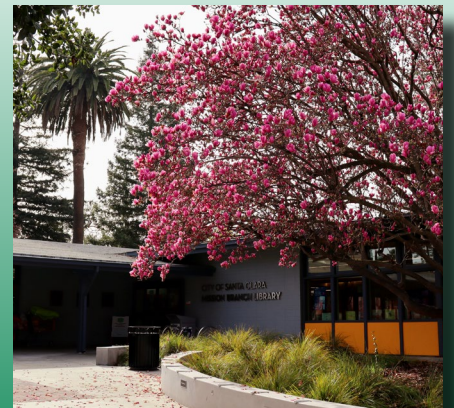




CITY LIBRARIAN





THE COMMUNITY

Nestled at the heart of Silicon Valley, just 45 miles south of San Francisco, the City of Santa Clara is a vibrant, historic community with a population of approximately 133,000. With its rich 170-year history, Santa Clara blends a small-town charm with the dynamic energy of one of the world's most innovative regions.

Named one of America's 10 safest cities, Santa Clara also stands out as one of the most livable cities in the U.S.—offering an unmatched quality of life that supports both individual and business success. Whether you're looking for a thriving career or a peaceful neighborhood, Santa Clara offers the best of both worlds.

A Hub for Innovation and Opportunity

Often called the “Data Center Capital of the West,” Santa Clara boasts more than 58 state-of-the-art data centers and over 750 megawatts of multi-tenant commissioned power. The city is home to some of the world's largest and most influential tech giants, including Intel, NVIDIA, Applied Materials, and Agilent Technologies.

World-Class Entertainment and Recreation

Santa Clara isn't just about work — it's also about playing. Home to Levi's Stadium, the iconic venue for the San Francisco 49ers, the city has hosted over 150 major events, including concerts, international sports competitions, and entertainment spectacles. In addition, Santa Clara's Convention Center, bustling shopping districts, exceptional dining options, medical facilities, and vibrant community centers offer something

for everyone. For those who enjoy outdoor recreation, the city enjoys more than 300 days of sunshine each year. Tree-lined streets and welcoming neighborhoods offer an idyllic setting for families, with a rich array of cultural and recreational activities awaiting. Whether it's attending a live theater production or catching a concert in the summer, there's always something happening.

A Thriving Community to Call Home

Award-winning schools, low crime rates, and a welcoming atmosphere make Santa Clara one of the most desirable places to live and work in California. The city's perfect balance of vibrant industry, educational excellence, and family-friendly amenities creates a community where people can thrive both personally and professionally. Discover why Santa Clara is the place to be. Visit SantaClaraCA.gov for more information.

CITY GOVERNMENT

Santa Clara is a Charter City committed to fostering a vibrant and thriving community. Our mission is to deliver a high quality of life through resourceful, efficient, progressive, and professional leadership that serves the needs of both residents and businesses. Operating under a Council-Manager form of government, Santa Clara is dedicated to providing innovative solutions and ensuring the city remains at the forefront of progress.

City Council is composed of an elected Mayor, serving at large, and six Council Members elected by district, all of whom serve four-year terms. The City Charter limits the Mayor and Council Members to two consecutive terms. Additionally, the Police Chief and City Clerk are both elected positions, ensuring direct accountability to the community.

With 1,226.75 full-time employees working together to deliver exceptional public services and a fiscal year 2026-27 budget of \$1.33 billion, Santa Clara is poised to invest in both current and future needs, enhancing the quality of life for all who live, work, and play here.

LIBRARY DEPARTMENT

The Santa Clara City Library is a high-performing, community-centered department serving a very diverse

population with more than 40% of residents speaking a language other than English, and an annual circulation close to 2 million items. The Department consists of the Central Park Library, the Northside Branch Library, and the Mission Branch Library, all of which are located in city parks, and offer a myriad of services for the community including Bookmobile and eBook services as well as a Special Delivery program. The department is supported by 43 FTEs, a FY 2026-27 budget of \$12.6 million, and is organized into seven divisions: Administration, Adult Services, including Adult Literacy, Branch Services, Customer Services, Facilities, Technical and Technology Services, and Youth Services, including the Bookmobile.

The department's assets serve as a community hub providing access to information, literacy resources, educational programming, and civic engagement to the community. From hosting events and literacy programs to serving as a venue for public engagement, voting support, community drives, and very active Read Santa Clara Adult and Family Literacy Program, the Library is a linchpin for numerous external-facing city initiatives. In addition, it is an operational partner across city departments, regularly supporting initiatives with Parks & Recreation, Community Development, and Information Technology.

With more than 80,000 square feet of public floor space, the Central Park Library houses most of the Library's collections and offers an array of engaging features. Visitors enjoy group study rooms, large community rooms, public art, the Friends of the Library Bookstore, a children's garden, fireplaces, and lovely park views. The Central Park Library houses an extensive collection of materials, offers more than 100 public computers, a computer training facility, high-speed Internet connection for personal laptops, and a renowned genealogy and local history collection that draws researchers from around the country. Two branch locations complete the city's popular library system: the historic Mission Branch is located near Santa Clara University in downtown, and the beautiful Northside Branch is in the Rivermark Village.

THE POSITION

The City Librarian leads a highly visible, fast-paced, dynamic department. This position is responsible for operational oversight of the library system including advancing major strategic priorities, budget, personnel, facilities, capital initiatives, community relations, and ensuring projects align with long-term community needs and organizational goals. The City Librarian leads a dedicated team of 43 full-time employees and 46 as-needed staff, who together deliver a robust and diverse range of programs and services. Four employees, including an Assistant City Librarian, Management Analyst, and Division Manager for Facilities, report directly to the City Librarian.

This position collaborates closely with and serves as the primary liaison to the Board of Library Trustees and the Santa Clara City Library Foundation and Friends through consistent communication and regular meetings.

The incoming City Librarian will inherit a department that is:

- Strategically positioned for the future
- High performing and deeply valued by the community
- Powered by a committed staff and strong partnerships

THE IDEAL CANDIDATE

Santa Clara seeks a highly engaged public library leader with a record of innovation, responsiveness, and positive community impact. In addition to developing and executing strategic plans, the selected individual brings experience managing budgets, facilities, and capital projects, as well as securing grant funding. They combine strong strategic thinking with a practical, hands-on approach.

The ideal candidate holds a comparable leadership role within a complex, multi-branch library system. This progressive professional follows emerging trends and best practices and uses their insight to deliver innovative Library programs and services to a diverse community. The selected individual will champion and maintain an accessible, community-focused library system, proactively respond to stakeholder interests, and

ensure an exceptional user experience across both in-person and digital services.

An approachable and effective communicator and relationship builder, the City Librarian will have a visible presence across the community, organization, and department. The selected individual will be emotionally intelligent, politically astute, and bring experience working with boards, commissions, and/or elected officials. The City Librarian exercises sound judgment in balancing competing priorities and expectations and effectively responds to sensitive situations using discretion and tact.

To complement the City's executive leadership team, the ideal candidate will embrace a citywide perspective and have a record of establishing productive working relationships. The City Librarian will recognize the Library's role as an integrated partner and work closely with colleagues to advance shared goals and initiatives. In Santa Clara, Directors are expected to be active in their respective profession and remain on the forefront of trends and best practices in their field.

This empowering and engaged Director will foster staff development and cross-training while also inspiring their team to deliver high-quality, creative library services. The selected individual will set clear expectations for the department and create an accountable, fair, inclusive environment where employees are supported and their contributions recognized. The successful candidate will model exceptional customer orientation, treating every interaction as an opportunity to assist, inform, or engage in a manner that supports Santa Clara's values.

Key Priorities & Opportunities

- Execute the recently completed [Strategic Plan](#) which focuses on increasing community connection, improving organizational capacity, and preparing services for future needs.
- Lead implementation of the [Facilities Master Plan](#) and Measure I projects, including overseeing major facility upgrades and planning efforts over the next five years.
- Maintain a focus on exceptional customer experience and expand inclusive programs, technology, and shared community spaces.
- Support literacy, youth engagement, and access initiatives.
- Build and maintain relationships with the Board of Library Trustees, Santa Clara City Library Foundation and Friends, and regional partners.
- Grow grant funding and explore new revenue opportunities.
- Launch and manage a new café operation.

The position requires five years of increasingly responsible professional library service or the equivalent, including at least four years as an Assistant Director or Division Manager of a comparable or larger library system, or as a director of a smaller system with responsibilities for planning, directing, organizing, and budgeting plus a Bachelor's degree. A Master's degree in Library/Information Sciences from an American Library Association accredited library school is strongly preferred. Previous or current experience serving a diverse population and in a multi-branch library system is desired.



COMPENSATION & BENEFITS

The salary range for this position is \$270,247 - \$349,725. Placement in the range is dependent on candidate's qualifications and experience. Salary is supplemented by a competitive benefits package, including:

Retirement: CalPERS Classic members: 2.7% at 55 with an 8% gross pay employee contribution; CalPERS new (PEPRA) members: 2% at 62 with a 7% gross pay employee contribution.

Health Insurance: The City pays up to 100% of Kaiser premiums for Employee Only and +1 Dependent plans, 90% for +2 or more; employees cover any extra pre-tax. Those who opt out of health insurance may be eligible for monthly cash-in-lieu.

Retiree Medical Reimbursement: For employees with at least 10 years of service who retire with the city, the city reimburses up to \$438 per month for retirees under 65 and up to \$262 per month for retirees over age 65.

VEBA: City contributes \$50 per month towards employee VEBA Account.

Paid Family Leave: Up to 8 weeks of benefits within a 12-month period.

Social Security/Medicare (FICA): Employee and City contribute toward Medicare (1.45%) and Social Security (6.20% up to the required annual limit).

Dental and Vision Insurance: City pays for the employee-only, lowest-cost plan. Employees pay additional premiums above the employer's contribution toward dental and vision insurance.

Flexible Spending Account: IRS Section 125 Plan, employee may contribute up to \$3,400 per year to a health care spending account; \$7,500 per year to a dependent care spending account, and \$340 per month to a commuter benefit plan in pre-tax dollars.

Employee Assistance Program: City's vendor provides confidential counseling to employees and dependents. Up to a maximum of five (5) consultation sessions per family member per incident per year.

Vacation: Vacation accrual of 10 days per year for the first 4 years, with accrual increasing over time. Maximum accrual is 480 hours.

Vacation Cash-Out: Up to 80 hours of accrued vacation once per year, to be paid in two cash-outs the following calendar year.

Sick Leave: 96 hours per year with no accrual limit.

Management Leave: 120 hours per calendar year (prorated in the first year based on hire date), with a maximum accrual of 180 hours.

Holidays: City observes thirteen paid holidays annually plus four additional paid holidays between December 25th and January 1st.

Life Insurance: City pays the premium for \$50,000 of Basic Life Insurance coverage. Additional insurance may be purchased by the employee.

Deferred Compensation: City offers an optional 457(b) Plan. The city will contribute \$300/month to the employee's deferred compensation account.

Auto Allowance: City provides an auto allowance of \$320 per month (up to \$500 with City Manager approval).

Cell Phone/Smart Phone Stipend: A city-issued cell phone or an allowance of \$80 per month.

Tuition Reimbursement: City will reimburse eligible tuition expenses up to \$2,000 per fiscal year.

Details on employee benefits and additional benefit offerings are found on the City's benefits [website](#).

APPLICATION & SELECTION PROCESS

The closing date for this recruitment is **midnight, Sunday, August 9, 2026**. To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly at all stages.

TB&CO.

Jennifer Curtis • 661.510.0076

TERI BLACK & COMPANY, LLC
www.tbcrecruiting.com

Following the closing date, resumes will be screened against the criteria in this brochure. Applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. A smaller group of candidates will likely be invited to participate in additional interviews and selection activities shortly thereafter. The city anticipates making an appointment in a timely manner after completing background and reference checks. Please note that references will not be contacted until the end of the process, and at that time, they will be contacted in close coordination with the selected candidate.

