

# Butte County

LAND OF NATURAL WEALTH AND BEAUTY

BUTTE COUNTY LIBRARY HEADQUARTERS

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March 28, 2012

Dear Colleague:

Butte County has just announced its recruitment for Library Director. The County is seeking an innovative, enthusiastic library professional with excellent management and interpersonal skills to manage the County's six-branch system and its literacy program.

The Butte County Library has a budget of approximately \$2.9 million which supports 26.75 allocated positions, augmented by extra help staff and numerous volunteers. Five active Friends of the Library groups support the Library through advocacy and fund raising. The Board of Supervisors' Library Advisory Board works with the Library to advance its strategic plan and raise awareness of the value of the library system.

The Library's busiest branch is located in its largest city, Chico, which is home to the California State University, Chico. The university's dynamic academic and cultural influence is a great enhancement to the Butte County Library and the community in general. In addition, Butte County is blessed with natural beauty, recreational opportunities and a rich agricultural heritage. It is home to Bidwell Park (one of the largest urban parks in the world), the Lake Oroville reservoir and fish hatchery, numerous agricultural and food production companies including the world renowned Sierra Nevada Brewing Company, and a flourishing arts, music and theater community.

The Butte County Library enjoys broad support from the public and the County and is looking forward to maintaining a stable budget in the coming year. The County's department head team is strong and collegial, under the direction of the new Chief Administrative Officer, Paul Hahn.

After having worked in four California counties and one city, I have found the Butte County Library to be a stable, thoroughly enjoyable and rewarding work environment. As I transition back to retirement, I urge you to consider this great opportunity as the next step in your library management career. If you are not personally interested, I would appreciate it if you would pass this along to someone who might have an interest. Please feel free to contact me if you should have any questions.

Sincerely,

Jan M. Christofferson  
Interim Library Director



# BUTTE COUNTY, CALIFORNIA

INVITES YOUR INTEREST  
IN THE POSITION OF

DIRECTOR OF  
LIBRARIES



*Final filing date is April 23, 2012*

**Butte County Human Resources Department**

# BUTTE COUNTY, CA (OROVILLE, CA)

## Director of Libraries

### **The Department:**

Originally established in the Butte County Charter in 1913, the Butte County Library system today consists of six branch libraries and a literacy program. The Library has grown with community needs and now offers free internet access, word processing, and 24/7 access to information through the department website.

Administrative offices for the Library are located in the Oroville Branch Library. The Library also serves residents through branches in Biggs, Chico, Durham, Gridley, and Paradise.

The mission of the Butte County Library system is to provide all individuals, regardless of age, ethnic background, educational or economic level, with free access to ideas, information and ever-changing technology.

### **Typical duties of the position include:**

- Plans, directs and supervises a program of library services for the County.
- Formulates and carries out library services for the County.
- Formulates and carries out all library policies and procedures for the County.
- Organizes and directs staff.
- Visits branch libraries to advise and instruct staff on issues and procedures.
- Interviews and selects library personnel.
- Coordinates library activities with other libraries in the area on a system-wide basis.
- Represents the library in community relations and participates in professional library organizations.
- Directs grant programs and trust funds.
- Develops the annual budget and supervises library expenditures.
- Keeps records and prepares reports.

### **The Ideal Candidate:**

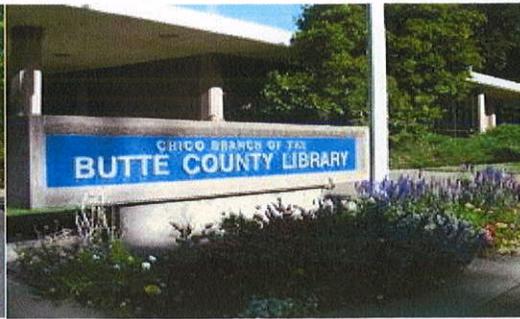
The County is seeking a highly-qualified, innovative individual with excellent management and administrative skills. The ideal candidate for the position will have at a minimum, the following qualifications:

### **Education, Experience, Certifications and Licenses:**

- Master's Degree in Library Science from an accredited school of librarianship.
- Five (5) years of progressively responsible library experience, including as least two (2) years in a supervisory capacity.
- A valid State of California driver's license may be required.
- Employees hired into this classification must file statements of economic interest with the Butte County Clerk-Recorder's Office.

### **Required Knowledge, Skills & Abilities**

- Knowledge of library organization, administration, trends, services, and equipment.
- Knowledge of principles and practices of supervision and training.
- Ability to plan, organize, and direct a library staff.
- Ability to prepare statistical summaries and reports; establish and maintain library policies and services.
- Ability to prepare annual budget estimates and maintain budgetary control.
- Ability to relate library services to the needs of the County.
- Ability to work cooperatively with those contacted in the course of work.



## Library Programs and Services:

- **Children's Services**— includes interactive activities for youth and families such as the annual Summer Library Program, weekly story times, crafts, homework help, games, and volunteer opportunities for children and teens.
- **Free Internet Access**— at every branch in the County as well as word processing terminals to complete documents. Wi-Fi is available at the Chico, Durham, Gridley, Oroville, and Paradise branches.
- **Subscription Databases**- magazine articles, encyclopedias, health information, auto repair, resume writing, test preparation guides, and more.
- **E-books and Audio Books**— downloadable 24/7 from the website to your e-reading device.
- **DVD Rentals**— newly released movies for just a \$1/ day at most branches.
- **Literacy Services**— provides free one-on-one confidential tutoring for adults.



## Compensation:

- The salary range for the position is \$91,366 to \$111,669 annually. Actual salary will depend on the chosen candidate's qualifications and experience.

## Benefits:

- Retirement Plan — Participate in the CalPERS program (2% @ 55).
- Vacation is based on years of service beginning at 15 days per year.
- 11 paid holidays per year.
- Sick Leave accrual of 12 days (96 hours) per year.
- 10 days of Administrative Leave per year.
- Health, Dental and Vision insurance — Provided to the employee and dependents with the majority of the cost being paid by the County.
- Deferred Compensation — The County provides a voluntary 457 program in which employees may elect to enroll.
- Life Insurance — The County provides \$25,000 in life insurance.
- Travel allowance and mileage reimbursement of \$620.00 per month.
- Cell Phone — choice of County owned cell phone or allowance of \$70.00 per month.
- County paid long-term disability.
- Reimbursement for professional designations.
- Unemployment Insurance.

## How to Apply:

If you are interested in this excellent career opportunity, please visit our website at [www.buttecounty.net/personnel](http://www.buttecounty.net/personnel) to apply. **A copy of your degree and/or transcripts must be attached to application at time of submission.**

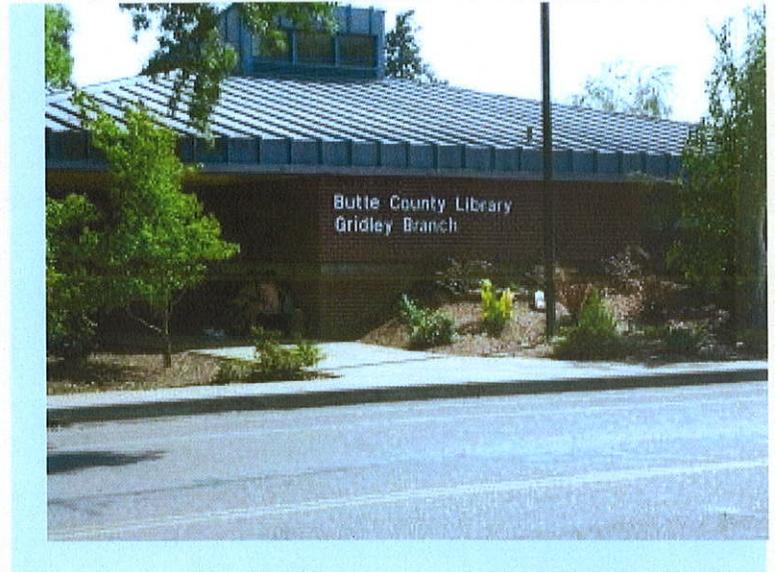
For any additional information, please feel free to call (530) 538-2157 or (530) 538-7651 Monday through Friday, 8am to 5pm. Faxes and emails are accepted with signatures. **All applications must be received by 5:00 pm on April 23, 2012.**

**IMPORTANT:** Following the closing date of April 23rd, applications and resumes will be screened according to the qualifications listed in this announcement. The most qualified candidates may be invited to participate in a panel interview during the week of **May 7th-12th**. Finalists from the initial interviews will be forwarded to the Board of Supervisors for an additional interview that will take place on **May 22nd**.

## The County:

Butte County is situated on the east side of Northern California's Sacramento Valley and covers 1,640 square miles between the Sacramento River to the west and the Sierra Nevada Mountains to the east. This "Land of Natural Wealth and Beauty" was founded on February 18, 1850 and is one of California's original counties. Butte County's name is derived from the Marysville or Sutter Buttes mountain ranges, which were within the boundaries of the county when it was created. Butte County is home to a growing population of more than 220,000 people who live in the incorporated cities of Biggs, Chico, Gridley, Oroville (the county seat), and the Town of Paradise. The county offers an ideal economic atmosphere, a highly educated labor force, and a lower-than-average cost of living.

Butte County has a variety of opportunities for cultural enrichment, recreation, and relaxation in a rural environment. Bidwell Park in Chico is one of the largest city



parks in the world, extending 12 miles along Big Chico Creek. Lake Oroville and the Sierra Nevada Mountains also provide a wide array of recreational activities. Educational and cultural activities are available through California State University, Chico, with an enrollment of more than 15,000 students per academic year and Butte College. In addition, Butte County is less than an hour and a half drive to Sacramento and only three hours from the San Francisco Bay Area.

## Recreational Activities

Butte County has a variety of recreational activities. Activities include water sports of all types on crystal lakes dotting the county's landscape. White water rafting and canoeing are available in the canyons of the area's numerous rivers.

Anglers can try their luck casting for trophy trout and bass. Additionally, equestrian and mountain biking trails run for hundreds of miles with countless square miles of wilderness making for wonderful backpacking excursions. Portions of the Lassen and Plumas National Forests fall within the county boundaries. There is literally no end to the beauty of the area's natural offerings.

