



City of San Marino

Library Manager



IN THE BEAUTIFUL CITY OF SAN MARINO...

Situated 12 miles from the majestic foothill mountains, the beautiful City of San Marino, California, with a population of approximately 13,000, is located northeast of Los Angeles in the San Gabriel Valley. Incorporated in 1913, San Marino is primarily a residential community known for expansive properties surrounded by beautiful gardens, wide streets, well-maintained parkways, and top-performing schools.

A city of 3.75 square miles, the City is home to numerous recreational and cultural opportunities that complement all interests. Residents and visitors enjoy hiking in the nearby foothill mountains, exhibits at The Huntington Library, Art Museum, and Botanical Gardens, historical culture and art galleries at the Old Mill (El Molino Viejo), and recreational activities at the historic Lacy Park. Other recreational activities include shopping and dining in the delightful business districts along Mission Street and Huntington Drive.

With a focus on resident services and community engagement, the City of San Marino is recognized for its police and fire services, library, parks and community amenities, and planning and zoning that maintain the community's high-quality residential character. The City's appeal as a small community, its attention to residents, and being ranked as the 12th safest city in California makes San Marino among the state's best places to live. San Marino residents, including long-time homeowners and young families, are well-educated, successful, highly engaged with, and proud of, their City.

To learn more about the City of San Marino, please visit:
www.SanMarinoCA.gov

THE CITY

The City of San Marino is a General Law city and operates under the Council/Manager form of government. The City Council consists of five members that are elected at large and typically serve staggered, four-year terms. Mayor and Vice Mayor seats typically are one year in duration and are selected by the Council Members. The City Council appoints the City Manager, City Attorney, and City Treasurer.



The City of San Marino is a full service city that, provides excellent, responsive, and high-quality services for the community. The City has approximately 134 Full Time Equivalent employees within the departments of the City Manager's Office, Community Development, Community Services (Recreation and Library), Finance, Fire, Human Resources, Police, and Parks & Public Works. The City has an Operating Budget of \$36 million and Capital Budget expenditures totaling \$9.7 million for 2025-26 Fiscal Year and funds this through the City's high property values, property tax revenue, and a philosophy of fiscal conservatism. City staff embraces a community-focused and action-oriented approach for operations and prioritize respect, candor, and team building across the organization.



THE POSITION

The Library Manager is a division management-level classification. The Community Services Department is responsible for enriching the community through creative recreational programs, services, and events, as well as the promotion of reading and learning activities through the Crowell Public Library. The Library Manager functions under the administrative direction of the Community Services Director, and assigns and supervises employees and volunteers engaged in library operations. In total, the division has approximately 5 full-time and 11.25 part-time employees, for a total of 16.25 Full-Time Equivalent staff members, that are housed at and support the Crowell Public Library's daily operations.

The City of San Marino is seeking a passionate, seasoned or up-and-coming library professional who will embrace the opportunity to lead and develop an innovative and committed team of librarians and support staff and has a proven track record of fostering effective working relationships with local partners, stakeholders and volunteer groups.

The forward-thinking, successful candidate will oversee a variety of responsibilities related to daily operations, program development, budget and personnel management, and technology systems. In addition, the position provides highly responsible and analytical administrative support to the Community Services Director. This includes, but is not limited to:

- Assume management responsibility of services/activities, including daily operations and support services; participate in the development and implementation of goals, objectives, and strategic priorities; develop and administer approved policies and procedures.
- Research, analyze, and make recommendations for capital projects and facility operating needs that will meet residents' expectations today, as well as anticipated future needs; develop and direct convenient, accessible, and cost-effective programs, services, and resources.
- Work with staff, the public, the Library Board of Trustees, San Marino Public Library Foundation, and the Friends of the Crowell Public Library to promote the mission, vision, and values of this community crown jewel.

PROJECTS AND OPPORTUNITIES

Over the next year, the Library Manager will, amongst other things, be challenged with:

- Assisting in navigating a leadership transition plan that prioritizes a thriving organizational culture with an emphasis on team development and staff engagement.
- Leading the recruitment of a new position, Circulation Supervisor, as well as analyzing and re-aligning the overall operational staffing plan to ensure retention, quality service standards, and safety protocols and procedures.
- Serving as a key member of the Community Services Department leadership team responsible for successfully completing annual goals, objectives, and work plans.
- Leading the Librarian team in updating and bringing to best practice the Library's administrative policies.
- In partnership with the San Marino Unified School District, spearhead the development and execution of a Memorandum of Understanding to implement state-mandated Senate Bill No. 321.
- Continue to foster effective working relationships with library partners and stakeholders.

THE IDEAL CANDIDATE

Are you passionate about providing innovative library services in a small-town atmosphere defined by community pride and engagement? We are searching for a leader in library services who is excited about providing free equal access to information, knowledge, independent learning, and the joys of reading for our diverse community.

The next Library Manager will exhibit professionalism; an orientation towards customer service, innovation, and solutions; a proactive mindset; be collaborative, inclusive, and enthusiastic; be committed to staff development; and can effectively foster and maintain a customer-centric culture.

The Library Manager will lead with vision and confidence, continue to modernize operations and technology services, and enhance facility amenities and programming for all ages. Should have a proven track record of inspiring others utilizing best library management practices, techniques, and opportunities.

Any combination of education and experience likely to provide the required knowledge and abilities is qualifying. A typical way to gain such knowledge and abilities would be:

- Three years of increasingly responsible and professional librarian experience in a public library, including three years of administrative and supervisory responsibility for full-time and part-time staff and volunteers.
- A Master's degree in Library Science from an American Library Association accredited college or university.

TO APPLY

If you are interested in this outstanding opportunity, please apply online at:
www.SanMarinoCA.gov/Jobs

**Filing Deadline:
September 1, 2025**

Following the closing date, applications and resumes will be screened according to the qualifications outlined above. The most qualified candidates will be invited to personal interviews the week of September 15th, 2025. A select group of candidates will be asked to provide references once it is anticipated that they may be recommended as finalists. References will be contacted only following candidate approval. Finalist interviews will be held the week of September 22nd, 2025. Candidate is anticipated to start on or near October 20th, 2025.

If you have any questions, please do not hesitate to call the Human Resources Department at: (626) 300-0780.

**Learn more about this position
by scanning the QR code.**



COMPENSATION AND BENEFITS

The salary range for the Library Manager is **\$123,900 - \$150,600** and is dependent upon experience and qualifications. The City of San Marino also offers an attractive benefits package including the following:

Retirement – CalPERS Tier 2 (Classic members hired after July 1, 2012) 2% @ 60; and new hires (those who join CalPERS on or after January 1, 2013) PEPR membership 2% @ 62. The City does not participate in Social Security.

Health Benefits – Medical provided through CalPERS which offers a selection of plans, Delta Dental (HMO or DPO), VSP vision, and other ancillary benefits. City monthly contributions up \$1,378.08 (employee only), up to \$2,692.38 (employee + 1 dependent), and up to \$3,517.33 (employee + 2 or more dependents).

Deferred Compensation – Eligible for a dollar-for-dollar matching contribution to the City-sponsored deferred compensation program, up to a maximum City contribution of two hundred dollars (\$200.00) per month.

Life and Long-Term Disability Insurance – The City provides a \$50,000 basic life insurance plan and short-term and long-term disability coverage.

Vacation and Sick Leave – Vacation leave accrual is incremental ranging from 9.5 to 17 hours per month depending on years of service. Sick leave accrual up to 10 hours per month and employees may cash out balances in excess of 160 hours at the rate of .50 on the dollar based on their hourly rate of pay.

Holidays – 12 holidays per calendar year plus 1 floating holiday per calendar year.

Administrative Leave – Up to 80 hours annually.

Bereavement Leave – Provided pursuant to the limitations stated in City Resolution R-22-46.

Tuition Reimbursement – Maximum annual reimbursement is \$2,500 per employee subject to available funds and the number of employees submitting for reimbursement.

Longevity Pay – After 10 Yrs of Service, receives an additional 2% base salary. After 15 Yrs of Service, receives an additional 4% base salary. After 20 Yrs of Service, receives an additional 6% base salary.

Bilingual Pay – Additional \$100 per month for conversational verbal fluency in Cantonese, Taiwanese, Mandarin, and/or Spanish, subject to City Manager approval.

Retiree Medical – Eligible after a minimum of 5 years of full-time employment with the City, shall be provided the following retiree medical contributions based on years of service with the City:

5-10 Yrs- \$400 per month
11-20 Yrs- \$600 per month
21 + Yrs- \$800 per month

Technology Loan Program – up to \$2,400. (subject to available funds)

