

Join the Califa Team!
Job Opportunity: CALIFA ASSISTANT DIRECTOR



[Califa](#) is looking for an Assistant Director!

From our new homebase in San Francisco, you will work in partnership with the Executive Director to create a next-generation consortial library service bureau that offers specialized and creative products and services to libraries. If you are an entrepreneur, an advocate, an innovator, a collaborator, and you are passionate about library service, this is your place and we are your people!

Your Responsibilities:

- Work in partnership with the Executive Director to plan, direct and manage statewide and national service and program, activities and operations of Califa and the Infopeople project.
- Assist with supervising and directing staff in the performance of their duties, with specific emphasis on Member and Vendor relations and Library product and service agreements.
- Work in partnership with the Executive Director in managing consortial eBook strategies and services including enki Library and SimplyE.
- Assist with identifying new opportunities for Califa and strengthening revenue sources by seeking new partnerships and innovative grant projects.
- Oversee the management and maintenance of member and vendor information, subscriptions, contracts etc. via our Consortia Manager platform.
- Represents Califa at state and national conferences.

Your Skills:

- Collaboration: You foster mutually beneficial partnerships with vendors, distributors, publishers, state libraries and consortia.
- Leadership: You display passion and optimism. You inspire respect and trust. You motivate others to do same.
- Diversity: You are passionate about equity, diversity and inclusion in library service.
- Innovation: You are entrepreneurial and display original thinking and creativity. You meet challenges with resourcefulness. You develop innovative approaches and ideas.
- Risk Tolerance: You are entrepreneurial and excited to embark on new ventures. You are a sea of calmness when dealing with competing demands. You are skilled at prudent risk-taking.
- Strategic Thinking: You are a thought partner who can develop strategies to achieve organizational goals. You are able understand the strengths and weaknesses of the organizations we serve, as well as identify external threats and opportunities. You can adapt to changing conditions.
- Analytical Thinking: You can synthesize complex and diverse information and use intuition and experience to complement data.
- Management: You include staff in planning and decision-making. You foster an environment that develops staff skills and encourages growth. You provide regular performance feedback.
- Judgment: You can make timely decisions and exhibit sound and good judgment. You include the appropriate people in the decision-making process.

- Communication: You express yourself clearly and effectively, both verbally and in writing. You respond well to questions, enjoy giving group presentations and advocate on behalf of libraries.
- Project Management: You can manage multiple projects effectively.
- Technical: You are proficient in using online tools for marketing and communication with members and vendors.

Your Education and Experience:

- Master's degree in library and information science or related field preferred.
- 5 or more years of related professional experience with library consortia (preferred) and/or libraries, including 3 years of administrative and supervisory experience.
- Participation in regional, state and national professional associations and conferences.

Deadline: Submit resume and letter of interest by **September 6, 2018** to **Susan Hildreth**, Califa Strategic Advisor, at shildreth@califa.org.

Hours: 40 hours, Monday-Friday. Telecommute 1 day per week optional. Some travel required.

Work Location: 330 Townsend St., Suite 133, San Francisco, CA.

Salary Range: \$112,000 - \$150,000/yr.

About Califa

Califa Group (califa.org) is a 501c3 nonprofit library membership consortium of more than 230 libraries and is the largest library network in California. Founded in 2004, Califa brokers and facilitates the procurement of library products; works closely with the California State Library in administering statewide projects supported by federal Library Services and Technology Act funds; offers innovative eBook services to libraries including the enki Library eBook platform and the SimplyE multi-platform eReader; and offers library staff Continuing Education and Professional Development training through the Infopeople (infopeople.org) project. Califa is an Equal Opportunity/Affirmative Action Employer, committed to diversity and inclusion in the workplace.