

# ASSISTANT LIBRARY DIRECTOR



City of  
**Mountain  
View**





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## THE COMMUNITY

Nestled between the Santa Cruz Mountains and San Francisco Bay, Mountain View is a diverse community with an estimated population of 83,601. Mountain View spans just over 12 square miles, encompassing more than 1,000 acres of parks and open space, including the 750-acre wildlife and recreation area known as Shoreline at Mountain View. In the heart of Silicon Valley, Mountain View is home to an attractive downtown area and headquarters of many nationally and internationally known corporations, including Google, Microsoft, LinkedIn, Intuit, Waymo, and other major technology companies, as well as a thriving small-business sector. Mountain View has also quickly become a hub for autonomous vehicle and drone delivery ventures. While leading the region in innovation and ideas, Mountain View remains committed to the value of strong neighborhoods and community involvement.

The City of Mountain View prides itself on providing exceptional public services and facilities that meet the needs of a caring and diverse community in a financially responsible manner. In the heart of the City, Mountain View's vibrant and pedestrian-friendly downtown offers a wide range of attractions, including numerous restaurants and retail stores, cultural events, concerts, and a weekly farmers' market. The City has turned three blocks of downtown into a permanent pedestrian mall, creating a great visitor experience. The Civic Center, built around Pioneer Park, has one of the finest performing arts facilities in Northern California, and a 60,000-square-foot, state-of-the-art Public Library.

Mountain View's 46 City parks and extensive trail system provide an array of opportunities for recreation and active living. Shoreline at Mountain View is a regional park with stunning views along San Francisco Bay, featuring an 18-hole golf course, sailing lake, restaurant, and 9.7 miles of trail. Shoreline Amphitheatre boasts an exciting concert season, bringing top-name performers to Mountain View.

The City has an impressive safety record and is regarded as one of the safest and best places to live and work in the

Bay Area. The community is served by excellent public and private schools and is in proximity to some of the best universities in the nation, including Stanford, Santa Clara University, UC Berkeley, UC Santa Cruz, San Jose State, and Carnegie Mellon-West.

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## CITY GOVERNMENT

The City of Mountain View is a forward-thinking, full-service city operating under the Council/Manager form of government. The seven Councilmembers are elected at large to staggered four-year terms, with elections held in even-numbered years. The Mayor and Vice Mayor rotate annually among the Councilmembers. Mountain View City Council has a well-earned reputation for demonstrating good governance, embracing innovation, taking the lead on challenging regional and state policy issues, working together with civility, and treating community members and City staff with respect and appreciation.

The Council has adopted a Strategic Plan to guide the City through the next two fiscal years, focusing on seven priorities: Community for All, Intentional Development and Housing Options, Mobility and Connectivity, Sustainability and Climate Resiliency, Livability and Quality of Life, Economic Vitality, and Organizational Strength and Good Governance.

The City Council appoints the City Manager, who implements the strategic direction and manages the day-to-day operations of the City government. The City Council appointed Kimbra McCarthy as City Manager in March 2020. Under her leadership, the City organization has undergone a positive transformation, with a specific focus on enhancing its excellent organizational culture, fostering effective governance, and embracing a continuous improvement mindset. City Manager McCarthy has increased the organization's staffing levels and empowered employees to take bold, strategic steps to evolve the organization and implement unprecedented programs to better serve the Mountain View community.

Mountain View's sound fiscal practices, strong budget discipline, and diversified revenue streams have allowed the City to

maintain its AAA credit rating and remain resilient amid economic uncertainty. In fiscal year 2025-26, the City's expenditure budget is \$648.9 million, with over 712 employees citywide. The City is very intentional regarding maintaining a robust and vibrant organizational culture. This demanding yet rewarding environment is suitable for professionals who are at, or striving to be, at the top of their game, as this mid-size city performs more like a larger metropolitan municipality.

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## LIBRARY DEPARTMENT

The Mountain View Library is a dynamic community hub that connects people to information, ideas, and one another, offering free access to materials, services, programs, and welcoming spaces that support lifelong learning, creativity, and civic engagement. Through expert reference and readers' advisory services, technology assistance available in person, online, and by phone, and thoughtfully curated collections in print, media, and digital formats, the Library responds to the evolving needs of the community. Customers benefit from convenient access to materials beyond the Library's walls through participation in a regional resource-sharing cooperative, as well as 24/7 digital resources including eBooks, audiobooks, databases, streaming media, and tools that support information, digital, and financial literacy, as well as workforce development.

Programs for all ages educate, inspire, and celebrate the community's diversity, while the Library's welcoming and well-maintained facility offers comfortable seating, study tables, public internet computers, Wi-Fi, and reservable study rooms. Dedicated spaces for children and teens encourage age-appropriate learning and engagement, and the History Center preserves collections of historical significance to Mountain View and Santa Clara County. Extending its reach throughout the community, the Library also provides outreach services to homebound customers and operates a bookmobile serving schools, senior facilities, corporate campuses, and other community locations, ensuring access to library services where people live, learn, and gather.

These services are delivered through three core divisions, Administration; Customer Experience and Technology; and Youth, Bookmobile, and Collections, supported by 30 full-time employees, 2.25 regular part-time positions, 1.5 limited-period positions, and approximately 36 hourly employees. The Library operates with an FY 2025–26 budget of \$8.2 million, reflecting the scale and complexity of services overseen by the Library’s leadership team.



## THE POSITION

Reporting to the Library Director, the Assistant Library Director is a key member of the Library’s leadership team and plays a central role in shaping the organization’s culture, performance, and strategic direction. This position leads, mentors, and supports staff across the Library’s divisions while planning, organizing, managing, and evaluating Library resources, services, and programs to ensure the delivery of high-quality, community-focused services.

The Assistant Library Director fosters a collaborative, inclusive, and service-oriented workplace culture, empowering staff to innovate, problem-solve, and continuously improve service delivery. As a visible ambassador for the Library, the Assistant Library Director helps interpret and promote programs and initiatives to the Library Board of Trustees, City leadership, and the community. The role requires the ability to identify policy and operational issues and, working independently or in partnership with others, develop and implement effective solutions and service enhancements. The Assistant Library Director also acts on behalf of the Library Director in their absence, ensuring continuity of leadership and a consistent, supportive organizational culture.



## THE IDEAL CANDIDATE

The City is seeking a strategic library leader who is energized by innovation and the evolving role of public libraries. This individual will play a key role in advancing major initiatives and help expand access to library resources by strengthening both print and digital collections, including those supported through regional and state grant-funded initiatives.

A strong organizational leader, the Assistant Library Director will guide complex, cross-departmental projects, including leading a competitive RFP process for an automatic materials handling system. This work will require close collaboration with City partners such as Information Technology and Public Works, as well as effective coordination with the selected vendor, to ensure successful implementation and long-term operational success.

Equally important, the ideal candidate is a people-centered leader who values and invests in staff. Supporting a close-knit, highly engaged team that takes pride in its work, the Assistant Library Director will foster a positive, supportive, and collaborative workplace culture. This includes a strong focus on staff development and training, helping employees explore career pathways and professional growth opportunities when desired.

The successful candidate will be comfortable making data-driven recommendations, particularly related to collection development and the effective use of Library space. With the Library operating seven days a week, this role also requires clear, consistent, and transparent communication, supported by regular staff meetings, email updates, and other tools that keep employees informed, aligned, and engaged.

Finally, the ideal candidate is a collaborative, compassionate, and approachable leader who communicates effectively with a wide range of audiences, from hourly employees and experienced staff to the Library Board of Trustees, City leadership, Friends of the MV Library, and the community. An active listener who values staff input and diverse perspectives, this individual will build strong relationships across the organization and exemplify the City’s values of Community for All, Innovation & Ideas, Sustainability, Strong Neighborhoods, Quality of Life, and Good Governance.

This position requires five years of experience as a professional librarian, including three years of supervisory or management experience. A master’s degree from an accredited college or university with major coursework in library science, information science, or a related field is also required.



## COMPENSATION & BENEFITS

The standard salary range for this position is \$177,192 - \$265,788, with a control point of \$221,490. Appointment beyond the control point may be considered, depending on qualifications and experience. Salary growth after appointment is in accordance with the pay-for-performance plan, and increases may be awarded annually for meritorious performance.

The City also offers a highly competitive benefits package that includes the following:

**Flexible/Hybrid Work Schedule:** Flexibility will be offered for telecommuting or alternate work schedules after the successful candidate is established in the position, while recognizing the importance of visibility and relationship building for this role within the City organization.

**Retirement:** 2.7% at 55 years of age for CalPERS classic members and 2% at 62 for CalPERS new members; employee contribution to CalPERS is 11.5% for classic members and 10.5% for new members for fiscal year 2025-26; with no Social Security deduction.

**Vacation Leave:** Up to 23 days annually, depending on years of public service. Annual vacation cash-out program available.

**Sick Leave:** Accrues 12 days per year. An additional 8 hours of vacation leave is granted for each quarter when sick leave is not used.

**Management Leave:** Accrual up to 10 days per fiscal year (80 hours); paid out at the end of fiscal year if not used.

**Deferred Compensation:** A deferred compensation plan is available for voluntary employee contributions with a one-time contribution of \$2,500 for employees on January 1, 2027.

**Health Insurance:** The City offers a choice of four medical plans (two HMO plans, one HDHP/HSA, and one PPO) through Health Net and Kaiser. The City pays the full premium for vision coverage and full dental premiums for the employee plus a significant portion of dependent coverage. Short and long-term disability, life, and accidental death and dismemberment insurances are provided and paid for by the City.

**Wellness:** Wellness-minded culture includes access to an on-site employee gym and incentive pay for participating in the City's wellness program.

**Paid Parental Leave:** Up to 8 weeks of paid leave for the birth, adoption, or fostering of a child.

**Commute Incentives:** Up to \$150/month City contribution for mass transit expenses, with \$10/month minimum employee contribution, and a bicycle commute incentive.

**Tuition Reimbursement:** Up to \$2,000 in tuition reimbursement for education advancement annually with a one-time opportunity for up to \$20,000 for the completion of a job-related bachelor's or master's degree or approved leadership program.

**Retiree Health Plan:** Employees can participate in a defined benefit or a defined contribution retiree health plan.

**Housing:** Low-interest loan options are available to assist with purchasing a primary residence in, or within a 10-mile radius of, Mountain View.

**Relocation:** Relocation assistance may be provided.

**Other Benefits:** City offers an Employee Assistance Program (EAP), IRS Section 125 flexible benefits, and pretax childcare.

## APPLICATION & SELECTION PROCESS

The closing date for this recruitment is midnight, **Sunday, February 22, 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](http://www.tbcrecruiting.com). This is a confidential process and will be handled accordingly throughout the various stages of the process.

**TB&CO.**

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[www.tbcrecruiting.com](http://www.tbcrecruiting.com)

After the closing date, the consultants will conduct preliminary interviews with applicants who have the most relevant qualifications. Candidates deemed to be the best qualified will be invited to participate in additional interviews and a meeting with the Library Director. The City anticipates making an appointment in a timely manner once negotiations, background, and reference checks are completed. Please note that references will not be contacted until mutual interest has been established.

