



County Librarian



THE COMMUNITY

Orange County is a desirable place to live and is one of the premier employers in the region, as well as, the third most populated county in California. At the County you will find variety, individual opportunity, job satisfaction and the pleasure of working with colleagues who are dedicated to making a difference.

Over the years, Orange County has established a reputation as an innovative leader among local governments and serves over three million people living within its 34 cities. Residents enjoy over 42 miles of pristine beaches, three major harbors, vast wilderness parks, beautiful nature preserves, and over 400 miles of riding and hiking trails. Orange County has top rated attractions from Disneyland to several major professional sports teams, a wide range of cultural arts as well as some of the highest quality public and private schools in the nation. There is no doubt that Orange County is a great place to work.



COUNTY GOVERNMENT

Orange County was officially formed in March 1889 and has continuously provided an array of services to the community. Orange County is a Charter County governed by a five-member Board of Supervisors elected to four-year terms. The Board is supported by a group of dedicated, public-spirited individuals and together, they comprise a regional service provider and planning agency committed to maximizing resources and improving the quality of life for residents in Orange County. The 18,000+ workforce in 22 departments make up the organization and strive to make Orange County a safe, healthy, and fulfilling place to live, work and play, by providing vital services to the community. The County's core businesses are public safety, public health, environmental protection, regional planning, public assistance, social services, and aviation. The County has a total operating budget of \$10.8 billion for FY2025/26.

OC COMMUNITY RESOURCES

OC Community Resources (OCCR) is a multi-faceted department comprised of OC Animal Care, OC Community Services, OC Housing & Community Development, OC Parks, and OC Public Libraries.

Click [here](#) for more information.



OC PUBLIC LIBRARIES

OC Public Libraries (OCPL) is a network of 29 branches serving 23 cities and unincorporated areas of the County of Orange, plus a branch for Orangewood Children's Home residents. We provide residents with access to books, digital resources, programs, and knowledgeable staff to support learning, reading and community engagement. OC Public Libraries is a division of OC Community Resources.

Guided by our mission to Empower & Enrich our Communities and our vision of Open Doors, Free Access, and Community, OC Public Libraries offers engaging programs, innovative digital resources, and welcoming spaces for all ages. Our dedicated and knowledgeable staff deliver exceptional service and foster lifelong learning, literacy, and meaningful connections across Orange County. Located in one of the most desirable regions in Southern California, OC Public Libraries combines a vibrant, forward-thinking library system with the quality of life that makes Orange County a great place to live, work, and grow.

POSITION OVERVIEW

Under broad policy direction from the County Executive Officer and the Board of Supervisors, the County Librarian leads OC Public Libraries in advancing its mission and long-term vision of equitable access, innovation, and community engagement. The County Librarian oversees systemwide strategy, operations, and resources to ensure responsive, high-quality public service across all library locations and programs.

Key Areas of Responsibility:

Strategic Leadership and Vision

- Plan, organize, and direct the operations and activities of OC Public Libraries, ensuring alignment with County priorities and community needs.
- Lead the development and implementation of strategic plans, goals, and policies that strengthen OC Public Libraries' role as a vital community resource.
- Provide policy recommendations and strategic options to the CEO and Board of Supervisors in collaboration with elected officials, civic leaders, and community partners.
- Adjust organizational strategies to address emerging trends, service demands, and County priorities.

Organizational Management

- Oversee all library divisions and functions, ensuring efficient operations, high-quality public service, and compliance with County, state, and federal regulations.
- Review and determine organizational structure, staffing levels, and administrative systems to achieve department goals effectively.
- Direct personnel actions including hiring, promotion, evaluation, and disciplinary processes.
- Foster a positive, inclusive workplace culture that values collaboration, professional growth, and accountability.

Fiscal Stewardship

- Lead the development and administration of OC Public Libraries' operating and capital budgets.
- Direct long-term financial planning and ensure sound fiscal management and resource allocation.
- Monitor expenditures and performance to achieve measurable results within approved budgets.

Collaboration and Representation

- Consult with the CEO and Board of Supervisors on library programs and services; coordinate activities with other County departments and external agencies.
- Represent OC Public Libraries to commissions, boards, committees, civic groups, and community organizations.
- Serve as the library's spokesperson and ambassador to the media, community partners, and the public, enhancing visibility and advocacy for library services.

This is an executive, at-will position. The County Librarian serves at the pleasure of the Board of Supervisors. The selected candidate will be required to enter into an at-will agreement.



THE IDEAL CANDIDATE

The ideal candidate will bring the applicable experience and education to work effectively with the Board of Supervisors, County Executive Office, Agency Director, Library Advisory Board, and city partners. This individual will be an inclusive, collaborative leader and an exceptional communicator who fosters trust and motivation at all levels of the organization.

The successful candidate will be a proactive, solutions-oriented professional who demonstrates creativity, flexibility, and resilience in leading a large and complex public library system. They will have a proven record of success in organizational management, finance, and public administration, with the vision and energy to guide OC Public Libraries through innovation and growth.

The ideal candidate's application will demonstrate extensive experience, knowledge, and/or ability in the following core competencies:

Education and Experience:

- Master's Degree in Library Science, Library and Information Science, or Library Science and Information Technology from an American Library Association-accredited institution
- Eight (8) years of progressively responsible library experience, including at least five (5) years in a supervisory or management capacity
- Experience in a multi-branch or countywide public library system
- Demonstrated success in securing and managing library-related grants
- Experience overseeing large, systemwide programs and initiatives
- Knowledge and experience with Integrated Library Systems (ILS)
- Familiarity with current library trends, issues, and best practices

Leadership and Management Competencies:

- Demonstrated business acumen and ethical leadership in managing a public service organization
- Proven ability to develop and implement strategic plans, set measurable goals, and ensure accountability
- Strong analytical and decision-making skills, including the ability to act effectively with limited or complex information
- Flexible and adaptable to shifting priorities, fiscal constraints, and evolving community needs
- Creative and results-oriented, with a solutions-focused approach to organizational improvement and innovation
- Excellent communication skills, both verbal and written, with the ability to engage effectively across diverse audiences
- Political acumen and discretion when working with elected officials, County leadership, and community partners
- Strong organizational and team leadership skills, including the ability to delegate, mentor, and manage competing priorities
- Commitment to fiscal responsibility and effective resource management
- Confidence and professionalism in representing the library system to the public, media, and partner agencies
- Broad understanding of public library operations, including customer service, programming, and community engagement



CORE COMPETENCIES

Leadership and Vision

Inspires, guides, and empowers others to achieve organizational goals. Fosters a culture of openness, innovation, and accountability while aligning library initiatives with County priorities and community needs.

Strategic and Analytical Thinking

Gathers, interprets, and applies complex data to inform decision-making. Anticipates challenges and identifies opportunities to improve operations, services, and community outcomes.

Effective Communication

Communicates clearly and persuasively in both oral and written forms. Ensures messages are understood and actionable across all levels of the organization and within the community.

Collaboration and Staff Development

Builds and sustains strong relationships across departments and with external partners. Works collaboratively with direct reports to align professional development, performance goals, and systemwide priorities.

Planning and Organization

Sets clear priorities, allocates resources effectively, and manages competing deadlines to achieve short- and long-term goals.

Sound Judgment and Problem Solving

Evaluates complex issues, considers diverse perspectives, and makes well-reasoned decisions that support ethical, effective, and sustainable operations.

MINIMUM QUALIFICATIONS

Click [here](#) to view the minimum qualifications for County Librarian.



COMPENSATION AND BENEFITS

The salary range for the County Librarian is \$177,548 - \$336,752 annually. Placement within this range is dependent on qualifications and internal parity with other executive level directors. The County also offers an attractive benefits package that includes:

Retirement Plan

Benefit formula of 1.62% @ 65 retirement benefits under the Orange County Employees Retirement System (OCERS). New eligible employees who have reciprocal California public service time are required to choose between Plan P (1.62% @ 65) and Plan J (2.7% @ 55) retirement benefit formulas. Employees who select Plan P are eligible to participate in the County's 457 (b) Defined Contribution Plan (1.62%) and receive the County's matching contribution in a 401 (a) Defined Contribution Plan (1.62%), up to 2% of base salary.

Retirement Reverse Pickup Contributions

County of Orange employees are subject to an additional reverse pick up percentage. This is in addition to the normal employee contribution. More information is available on the OCERS website: <http://www.ocers.org>.

Additional Defined Contribution Plans

401 (a) plan County contributes 4% of the Executive Manager's bi-weekly salary (no employee contribution required); 457 (b) Voluntary participation.

Optional Benefit Plan (OBP)

\$4,500 annually (pro-rated if hire or promotion occurs mid-year). Executive Managers may elect a taxable cash lump sum, OBP Health Care Reimbursement Account, and/or 457 Defined Contribution Plan.

Health Plan Coverage

There are currently five different plans to choose from including two Preferred Provider Organizations (PPOs) Plans and three Health Maintenance Organizations (HMOs) Plans.

Health Reimbursement Arrangement (HRA)

Biweekly \$61.50 contribution into an HRA account to be used for reimbursements for qualified medical expenses. Funds remain the HRA account and can grow with investments.

Employee Wellness Program

For more information visit the Employee Benefits website at: <https://hrs.oc.gov/page/employee-assistance-program>.

Dental

Dental PPO coverage administered by Blue Shield of California. County covers 100% of premiums for the full-time Executive Manager and eligible dependents.

Vision Coverage

At no cost. Eligible dependents can be added for an additional cost.

Life Insurance and Accidental Death & Dismemberment (AD&D)

Basic amount of \$125,000; employee may purchase additional voluntary coverage.

Sick Leave

During the first three years of employment, the accrual time rate will be .0347 hours of sick leave with pay for each hour of pay, which is approximately nine days annually. At the fourth year, the accrual time rate will increase to .0462 hours, which is approximately 12 days annually.

Vacation Accrual

Initial accrual rate at .0577 hours for each hour of pay, approximately three weeks per year, up to a maximum of .0962 hours for each hour of pay, five weeks per year subject to negotiation.

Severance Payment

In the event that at-will employment is terminated, and in addition to a payout for any accrued, unused Vacation Time, the Employee will receive a severance payment, equal to the sum of 90 calendar days of salary and the County's share of the costs of Employee's health insurance premiums.

Auto Allowance

For at-will Executive Managers, a taxable monthly allowance of \$765.

Salary Continuance

County will pay 60% of salary for approved applications.

Educational and Professional Reimbursement

Up to \$10,000 per fiscal year.

Other Benefits

Voluntary Dependent Care (DCRA) & Health Care Reimbursement Account (HCRA); Employee Assistance Program. For additional information about benefits, visit:

<https://hrs.oc.gov/employeebenefits>.

TO APPLY

If you are interested in this opportunity, please submit your resume and cover letter online by clicking [here](#) or www.governmentjobs.com/careers/oc.

First Round of Consideration: December 1, 2025 at 11:59pm.
Qualified candidates are encouraged to apply immediately.

Resumes will be screened according to the listed qualifications. The most qualified candidates will be invited to interviews. Candidates will be advised of their status as the recruitment progresses. For any questions, contact Espie Martinez at Esperanza.Martinez@ceo.oc.gov.

