



Coalinga-Huron Library District

Library Director

Mission Statement

The Coalinga-Huron District Library provides equal opportunity access to information, quality, book and multimedia materials, programs, and on-line resources to meet the needs of our diverse community for life-long learning, cultural enrichment, and intellectual stimulation. To fulfill its mission, the Library employs a knowledgeable, well-trained staff committed to excellent service.



The District

The Coalinga-Huron Library District, established in 1912 within Fresno County, California, serves as a vital educational and cultural resource for the communities of Coalinga, Huron, and surrounding areas. Funded initially by a Carnegie grant, the main library in Coalinga was completed in 1914, embodying the classic architectural style of the era and designed to foster community learning and engagement. The Huron Branch Library, which opened in 1950, occupies a repurposed kindergarten building purchased from the local school district, extending essential library services to the smaller community of Huron.

This district offers a broad range of materials, including books, audiobooks, videos, DVDs, and music CDs, alongside significant collections of reference materials focused on California and Native American history. As part of the San Joaquin Valley Library System, it enhances access to additional resources through interlibrary cooperation. Governed by a Board of Trustees, the library district actively participates in community engagement through diverse programs targeting all age groups, emphasizing literacy and lifelong learning. The library director plays a crucial role in managing these resources, overseeing policy development, and ensuring the district meets the community's educational and cultural needs.

To learn more, please visit: <https://www.chld.org/>

The Community

Coalinga, California, perfectly positioned in the Pleasant Valley at the eastern edge of the Coastal Mountain Range, is a community that blends natural beauty with vibrant local culture. Just 60 miles southwest of Fresno—California's fifth-largest city—Coalinga boasts a population of around 18,000 and offers a full suite of services. The city is celebrated for its low crime rates, quality education system including a two-year community college, regional medical center, and



diverse parks and recreational activities. Its downtown area, free of high-rises, preserves the breathtaking valley views and maintains its quaint, charismatic character as the commercial and cultural heart of the area.

The city not only hosts an array of outdoor spaces, trails, and scenic vistas but also serves as a regional retail hub with ample shopping options. Coalinga is known for its dynamic community events such as the Annual Horned Toad Derby, featuring a carnival and parade, and the Wham-O-Bass Hot Air Balloon Festival, adding to the town's lively atmosphere. West Hills College, a key part of the community, offers a wide range of courses and sports activities, including a nationally competing intercollegiate rodeo team. With continuous growth and development, Coalinga is committed to enhancing the quality of life for its residents and visitors, making it a perfect place to live, work, and play.

The Position

The Library Director plays a pivotal role in shaping the strategic direction and operational efficiency of the district's library services. Tasked with drafting and recommending policies to the Board, the Director is instrumental in planning and implementing the library's goals and objectives. They oversee all human resource functions, including staff supervision and the development of personnel policies and procedures, ensuring a professional and skilled workforce.

Responsible for the management of all library programs, the Director ensures excellence in service areas such as circulation, collections and acquisitions, reference, children's services, and community outreach. They provide critical oversight in the acquisition and maintenance of a diverse and relevant library collection, including books, periodicals, and digital media. Additionally, the Director oversees the physical upkeep of library facilities and acts as the Secretary to the Board of Trustees, preparing reports and facilitating policy implementation.

Financial stewardship is a key responsibility, with the Director preparing the annual budget, managing fund allocations, and representing library interests before the Board. They engage with state agencies, other libraries, and community groups to develop programs that enrich the community's educational and recreational landscape. The Director also handles community relations, addressing public inquiries and resolving issues to maintain service quality.

Moreover, the Director is responsible for legal compliance, analyzing operational and financial reports, and directing staff training to bolster library services. They manage personnel actions, including hiring and labor relations, and represent the district in various regional and state forums, such as the San Joaquin Library System and the Measure B Citizens Review Panel. The Director also ensures the library maintains a conducive atmosphere for reading and study and coordinates with security services as needed. Additionally, the role includes various other duties necessary to enhance the library's service to the community.

■ The Ideal Candidate

We are seeking a candidate with a proven track record in library administration, underpinned by a strong commitment to community service. The ideal applicant will possess advanced skills in policy development, budget management, and team leadership. Your ability to build and maintain relationships with the community, library staff, and board members will be essential for advancing the library's goals and expanding its impact. This position is perfect for a dedicated leader looking to make a meaningful contribution to a dynamic and engaging community. If you are driven by public service and inspired to lead a team that makes a difference, we encourage you to apply for this pivotal role.

■ Education and Experience

Completion of a Master's Degree in Library and Information Science from an ALA accredited college or university AND at least two (2) years of progressively responsible supervisory experience providing library services and related activities including budgeting and planning/evaluation of services PLUS one (1) years in a library management position.





Compensation and Benefits

The annual salary range for this position is **up to \$75,000** and is commensurate with experience and education. In addition, the District provides an excellent array of benefits, including:

- » Sick Leave
- » Health Insurance
- » Educational Stipend
- » Vacation
- » Longevity Pay

Application Process

This position is open until filled. To be considered for this exceptional career opportunity, submit your application that includes résumé, cover letter, and a list of six work-related references (two supervisors, two direct reports and two colleagues who will not be contacted in the early phases of the process) by the first review date of **April 4, 2025**.

Résumé should reflect years and months of employment, beginning/ending dates, as well as the size of budgets and organizations you have served.

Please go to our website to submit your application: <https://www.cpshr.us/recruitment/2463>

For further information contact:



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