



City of Framingham, MA

February 22, 2024

Position Vacancy

RFP #24-083-01

Position: Director of Libraries
Department: Library
Salary Range: The starting salary range is \$116,269 - \$125,000
Schedule: Monday – Friday 8:30 a.m. to 5:00 p.m. 37.5 hours per week
Occasional Evening Meetings and Weekends

The City of Framingham is currently a 100% onsite work environment.

The Framingham Public Library, a recognized leader in collaborative programming, is seeking a Director of Libraries to oversee operations and an operating budget of approximately \$3.5 million and to support and direct a staff of approximately 50 permanent employees and 50+ substitutes and pages. The Framingham Public Library is located 20 miles west of Boston with a 53,000 sq. ft. Downtown Main Library, a 17,000 sq. ft. Branch library, and a Bookmobile.

The Framingham Public Library provides a safe, open, unbiased environment and upholds the public's right of equal access to information and services. We encourage and contribute to the civic, intellectual, and cultural pursuits of the community. Through guidance, resources, and programs, we meet the needs of a large, multicultural community in which 70+ languages are spoken. The Library provides a friendly, physical environment that serves as a community meeting place for encouraging curiosity, free inquiry, and lifelong learning. As a vital community asset, we recognize our responsibility to actively and broadly promote awareness of the Library's resources and services.

For more information on the Framingham Public Library's mission, vision, and values, please see the [Framingham Public Library Long Range Plan FY 2021 – FY 2026](#).

Position Purpose:

The Director of Libraries performs supervisory, administrative and professional work in planning, organizing and directing all Library services and activities for the Framingham Public Library, the premier resource for free inquiry, creative enrichment, and lifelong learning. This role is responsible for the daily operations of the Library system; developing and implementing library policies, operating practices and projects; and providing leadership for improving public library services to the community. The Director of Libraries will oversee the entirety of the Framingham Public Library System, comprised of the Main Library, the Christa McAuliffe Branch Library, as well the Framingham Public Library Book Mobile – a 2019 initiative created to provide a fully portable library experience to our vibrant, multi-cultural, and diverse population of over 70,000 in the City of Framingham.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

1. Library Services and Plans for Library System

- Plans, organizes, and manages the services of the Framingham Public Library system.
- Establishes goals and measures accomplishments against recognized standards.
- Develops the services of the Library to meet the present and future needs of the community.
- Studies community and area trends and evaluates their effect on Library services.

- Executes the goals and objectives as outlined in the Library's latest strategic plan, adding other activities as needs arise. Oversees creation of a yearly action plan and annual report. Works with the Library Trustees to update the strategic plan as scheduled.
- Works closely with City officials to ensure the Library complies with the Americans with Disabilities Act.

2. Staff

- Recruits, hires, and oversees the training and continued development of Library personnel, in conjunction with the Assistant Director.
- Communicates effectively with staff.
- Evaluates the performance of Library departments heads and supervises the evaluation of other employees; including the setting and communication of clear expectations.
- Trains staff on handling emergencies as spelled out in the Employee Emergency Procedures. Updates this document when needed.

3. Relationships with Library Trustees, City Officials and the Community

- Fosters good working relationships with the Library Trustees, Mayor, City Council and City Department Heads.
- Serves as a liaison to various municipals, civic and community organizations, speaks to groups and individuals to provide information and/or advocate for the Library.
- Maintains and enhances collaborative partnerships with Framingham State University and Framingham Public Schools, Danforth Museum, and the History Center, among others.
- Directs marketing and public relations initiatives to promote and publicize the Library in the community.

4. Finance, Official Reports

- Prepares and presents Library budgets to the Trustees and to City officials.
- Prepares budgets that meet Municipal Appropriation Requirements (MAR).
- Actively seeks grants, gifts, and other new sources of non-tax funding for projects that enhance Library operations. Prepares grants and oversees grant writing.
- Supervises the keeping of records and the preparation of reports, such as the Annual Report Information Survey (ARIS) and Financial Report.

5. Facilities

- Supervises maintenance of facilities and works closely with City officials to ensure excellent condition of interiors and exteriors of two Library buildings, parking areas, and a Bookmobile.
- Works with the Trustees' Building sub-committee and City officials to plan and carry out building projects, inside and outside the buildings.

6. Trustees and other Library Boards

- Works closely with the Board of Library Trustees on policies and long-and short-term goals.
- Works with the boards and administrators of the Literacy Unlimited Program and Homework Center to ensure that the programs are financially able to fulfill their missions.
- Assists Friends of the Library, Literacy Unlimited of Framingham Foundation Inc., and the Framingham Library Foundation in their support of Library services and operations.

7. Other Functions

- Maintains current knowledge of new developments in the library field, such as in library software and other new technology.
- Advises, consults, and confers with other libraries and library professionals, the MBLC (Massachusetts Board of Library Commissioners), officials (at local, state, and national levels), citizens, and diverse community groups regarding Library services and operations.
- Performs similar or related work as required, directed or as situation dictates.

Qualifications:

- Education, Training and Experience:
 - Master's degree in library science.
 - Three (3+) or more years of library administration and supervisory experience; or any equivalent combination.
 - Public library experience required.
 - Must obtain State Certification of Librarianship from the Massachusetts Board of Library Commissioners within six months of initial hire date.
 - Possession of a valid Class D Motor Vehicle Operator's License.
- Thorough Knowledge of:
 - The principles and practices of professional library work.
 - Emerging library trends, services, and technologies.
- Ability to:
 - Work closely with the Board of Library Trustees to manage Library operations, implement policies and programs, and to establish long- and short-term goals.
 - Supervise staff in an effective and supportive manner.
 - Establish and maintain working relationships with organizations, departments, and officials.
 - Engage, speak, and interact with various constituency groups.
 - A second language is a plus.
- Skills:
 - Planning and organization.
 - Written and verbal communication.
 - Leadership, motivation, and relationship building.
 - Needs assessment and programs/services development.
 - Negotiation, business administration, personnel management, and budget development and oversight.

Supervision of Director:

Work is performed under the administrative direction of the Board of Library Trustees, Mayor, and Chief Operating Officer.

Director's Supervisory Responsibilities:

Performs highly responsible work of a complex nature, involving the exercise of independent judgment and initiative for planning and overseeing the administration of the City libraries and in the development and delivery of Library services to meet individual and community needs. Provides supervision of Library full-time and part-time employees, developing job direction, assigning tasks, instructions, and monitoring performance.

Physical Demands:

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and/or physical demands required for the Director of Libraries position.

Work Environment:

- Work is performed under typical office and library conditions; the noise level is moderate; will be required to work outside of normal business hours. The position requires attendance at evening meetings, and the employee is on call to respond to emergency situations.
- Operates computer, telephone, fax machine, copier, and other standard office equipment.
- Employee has frequent contact with the general public, other library directors, schools, City departments, the Library Trustees, civic leaders, the news media and representatives from professional organizations. Contacts are in person, by telephone, and by email, and by video-conference and involve an information exchange dialogue.
- Has access to all department-related confidential information, including personnel record, bid documents and patron records.
- Errors could result in adverse public relations, injuries to other employees, damage to the library building and equipment, reduction in the level of Library service and have legal and/or financial repercussions for the City.

Occupational Risk:

The duties of Director of Libraries generally present no occupational risk to the employee.

Position will remain open until filled. Priority will be given to those that apply within the first 30 days.

The Framingham Public Library is located at 49 Lexington Street, Framingham. The McAuliffe Branch Library is located at 746 Water Street, Framingham.

The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#)

The City of Framingham is committed to the ongoing pursuit of strategic initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham. In doing so, Framingham strives for a city culture and environment that fosters a true sense of belonging for all, provides opportunity for everyone to participate equally and fully in the city, their communities and neighborhoods in ways that helps to develop each individual's capacity to confidently and competently engage within and across difference. Given an evolving national context and the richness in the demographic and linguistic profile of our city, the City of Framingham has made a significant commitment to addressing and enhancing its community climate, culture and multiplicity of service capabilities as a city.

The City of Framingham is an Affirmative Action Equal Opportunity Employer.