



Position Vacancy

RFP #25-027-01

Position: Head of Bookmobile Experience
Department: Library
Salary Range: L14: \$32.43 – \$44.27 per hour
Schedule: 37.5 hours/week, 1 evening per week, alternating Fridays/Saturdays



This position is covered by the [Collective Bargaining Agreement](#) between the City of Framingham and SEIU, Local 888 Framingham Public Library Union.

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

- Position will remain open until filled.
- The Framingham Public Library Main Branch is located at 49 Lexington Street, 01702, in downtown Framingham, and is accessible by the [MBTA Commuter Rail](#) and the [MWRTA](#).
- The City of Framingham offers a robust benefits package and is an eligible employer for the [Federal Student Aid Public Service Loan Forgiveness Program](#).
- We seek to hire a candidate who shares our commitment to Framingham and values civility, collegiality and working in a coordinated team environment to serve the City of Framingham.
- The City of Framingham is committed to the ongoing pursuit of strategic diversity initiatives that help to position diversity, equity, and inclusion as central to municipality and community-wide excellence in the City of Framingham.
- The City of Framingham is an Affirmative Action Equal Opportunity Employer.
- The Framingham Public Library is committed to fostering an inclusive and welcoming environment for all patrons and employees. We value diversity and seek to create a team that reflects the broad range of backgrounds, perspectives, and experiences within our community. We encourage candidates of all identities and backgrounds to apply. Reasonable accommodations will be provided to individuals with disabilities throughout the hiring process and during employment.

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.

Position Purpose:

The Framingham Public Library, a leader in community engagement and inclusive programming, is seeking a dynamic and creative Bookmobile Librarian to deliver exceptional mobile library services. This position will engage with Framingham's diverse population, providing access to high-quality collections, technology, and programming. The ideal candidate will be adaptable, enthusiastic, and committed to expanding access to library resources, especially for underserved communities.

As the Head of the Bookmobile Experience, you will work collaboratively with Library Administration and staff to fulfill the Library's mission of fostering lifelong learning, supporting free inquiry, and promoting creative

enrichment. You will play a key role in delivering library services to neighborhoods, schools, and special events throughout 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. Provide exceptional, inclusive, and equitable public service to individuals and groups of all ages and backgrounds.
2. Provide exceptional, inclusive, and equitable public service to individuals and groups of all ages and backgrounds.
3. Drive the Bookmobile to scheduled locations across Framingham, ensuring timely service delivery in accordance with established routes and schedules.
4. Curate and maintain a diverse and flexible collection for the Bookmobile, ensuring it reflects the needs of the community. Regularly assess and adjust collections to meet changing demands.
5. Utilize the Sierra ILS for circulation tasks, including checking in/out materials, registering patrons, and placing reserves. Serve as a "mini-key user" for troubleshooting and maintaining Bookmobile technology.
6. Collaborate with Library staff to develop inclusive programs, events, and marketing initiatives that reflect the cultural diversity of Framingham's residents.
7. Foster relationships with community groups, schools, and other organizations to promote Bookmobile services and library programs.
8. Maintain accurate operational documentation, safety protocols, and a regular maintenance schedule for the Bookmobile. Ensure that any technical or mechanical issues are promptly reported.
9. Participate in committees and working groups as assigned, contributing to the overall vision of the Library.
10. May work at the Main Library and/or the Branch Library as needed.
11. Follows safe work practices.
12. Performs other duties as assigned.

Supervision Received:

Works under the direction of the Director of Libraries and/or the Assistant Director of Libraries.

Supervisory Responsibility:

One Patron Experience staff member – Bookmobile.

Qualifications:

- Master's Degree in Library Science from an ALA accredited institution;
- At least three (3) years of library experience, including supervisory experience; or an equivalent combination of education and experience.
- Valid MA State drivers license and excellent driving record required.
- A strong commitment to public service and ensuring equitable access to library services.
- Experience with automated library systems (Sierra ILS preferred) and a solid understanding of library operations.
- Familiarity with common software programs, such as Microsoft Office Suite, and an ability to adapt to new technologies.
- Fluency in a second language is desirable but not required.
- Knowledge of:
 - Integrated Library Systems (ILS),
 - Library operations, procedures and supervisory practices
 - Best practices for materials selection and collection development
- The ability to:
 - Handle multiple priorities
 - Work independently
 - Collaborate effectively with colleagues across departments.
 - Problem solve
 - Be flexible
 - Engage and inspire a diverse community

- Needed skills:
 - Communication
 - Organization

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

- Must be able to drive
- Work is performed in an office/library setting and the Bookmobile and involves working on a computer, handling library materials, and frequent interaction with patrons at a service desk.
- Must be able to retrieve materials from shelves of various heights.
- Must be able to move about the library buildings.

Work Environment:

1. Requires driving and working year-round in a bookmobile that has heat/air conditioning.
2. Requires regular travel around the community and loading/unloading materials and equipment in all kinds of weather and climatic conditions.
3. Frequently required to bend, reach, climb, balance, stoop, kneel, or crouch.
4. Moves back and forth between all areas of the library.
5. Retrieves and replaces library materials from 2 inches from the floor to 7 feet from the floor.
6. Regularly lifts and/or moves up to 10 pounds, frequently lifts and/or moves up to 25 pounds, and occasionally lifts and/or moves up to 50 pounds.
7. Frequently pushes and pulls book truck carts.
8. Views computers screens regularly while carrying out essential job functions.
9. Work performed is subject to frequent interruptions, due to regular interactions with Library patrons, and may be performed in a public space, which may be louder than a typical office setting.

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