Worcester Public Library—Director of Libraries

**Position Announcement**

The City of Worcester, with a population of over 185,000 residents, seeks a Director for the Worcester Public Library. The Director has the opportunity to provide dynamic leadership for a vibrant, culturally diverse urban library that welcomes over half a million visitors annually. The Main Library is undergoing a $12.7 million renovation to refresh and renovate the interior of the Main Library, and to expand public space by over 8,000 feet. The Director will manage approximately 100 dedicated library employees, six library branches and two bookmobiles. The Library is centrally located, and at the cornerstone of the revitalization project for downtown Worcester. The Library is also an integral part of the Cultural Plan for the City of Worcester:


Working closely with the Library Board of Directors, the Director will create the strategic vision and plan for the future of the Worcester Public Library, and be committed to providing exemplary public service. The Director will oversee and direct the activities and services of the Worcester Public Library system, which consists of a Main Library, six branches and two bookmobiles. The Director is responsible for staffing and staff development of approximately 100 employees and administration of a budget in excess of $6 million for 2020. The Director advocates for the Library to local, city and state services, and is responsible for public and governmental relations.

The City of Worcester is the second largest city in New England, and home to nine colleges and universities. The City is undergoing a revitalization of the downtown, and the Library is centrally located within the project area. Worcester has an affordable cost of living, with housing prices averaging $233,400, is well served by a robust public transportation system and is located an hour away from Boston, Hartford and Providence. It is a culturally diverse city that welcomes people from all backgrounds and walks of life. There are numerous new restaurants, theater options and cultural happenings. The City is also welcoming the Worcester Red Sox, along with a new park to host them and to serve as a community event space:

http://www.worcesterma.gov/minor-league-baseball

This is an excellent opportunity to join a vibrant and growing City and to bring vision and passion for library services to the City of Worcester. The Worcester Public Library has deep community and City support and is well-poised to develop into one of the leading libraries in the state. The successful candidate will bring strategic thinking, broad management experience and deep knowledge of library services, and set forth goals in close concert with the Library Board of Directors. The ideal candidate will have experience in most or all of the following areas: strategic partnerships; public speaking and presentations; advocacy and outreach to community groups, city administrators and other stakeholders; change management; building projects; management of facilities and staff in multiple locations; and budgeting. The ideal candidate will be a strong relationship-builder, will effectively communicate at all levels of the organization with high regard for confidentiality, and will prove to be accessible and approachable.
The Role

Directs and participates in long- and short-range planning for the Library to improve internal functions and efficacy of services to the community.

Proactively seeks partnerships with community groups to increase visibility of the Library and to extend library services to underserved areas of the community. Represents the Library at local, state and community meetings.

Collaborates with the Worcester Public Library Foundation, Friends of the Worcester Public Library, City officials and other community organizations to strengthen and solidify financial support of the Library and its services.

For more information on the Foundations visit: [https://wplfoundation.org](https://wplfoundation.org).

Fosters a sense of teamwork and articulates a mission-driven vision to library staff and to the public for library services.

Oversees the day-to-day management of staff and library services. Monitors library activities and expenditures. Plans for incorporation of emerging library technologies and provides analysis of efficacy of library services.

Prepares the annual budget for presentation to the Library Board of Directors and City Manager. Ensures accurate statistical reporting for state reports and to maintain certified library status. Library Budget, see page 113: [http://www.worcesterma.gov/uploads/11/82/1182b147ce2469fd92c9080870c8ff86/budget-fy20.pdf](http://www.worcesterma.gov/uploads/11/82/1182b147ce2469fd92c9080870c8ff86/budget-fy20.pdf)

Work is performed according to administrative, municipal, or organizational policies, and general principles or directives that govern library operations.

Maintains close communication and develops a collaborative and informative relationship with the Library Board of Directors.

Participates in the oversight of the Library renovation project.
Opportunities and Challenges for the Director of Libraries

While the Library system is well supported by the community, and the staff is dedicated to the work of the Library System, the incoming Director of Libraries will be faced with a number of opportunities and challenges that are not uncommon in today’s environment. They include:

- Creating a sense of teamwork as the Library staff is eager to work with a strong leader; an individual who is approachable, inclusive, empathetic and able to motivate all staff members.

- Providing library services to an urban community where foot traffic and circulation has decreased over the past few years. The Library seeks a leader with a vision to increase circulation and the number of patrons visiting the Library and move the system into a 21st Century library environment.

- Increasing the visibility of the Library within the City and taking advantage of the numerous possibilities for strategic partnerships with community organizations, groups and stakeholders.

- Ensuring a safe, secure and welcoming environment for staff and the public and providing social services support information and a wide variety of library services to all patrons.

- Maintaining and strengthening the financial stability of the Library and its services.

Education, Experience and Characteristics of the Ideal Candidate

The City is seeking highly professional candidates who are passionate about libraries and public service and have the desire to be equally passionate about the Worcester Public Library. The following education, experience, management, and leadership criteria have been identified by the City as important skills and abilities for the candidates to possess and demonstrate:

- Master’s Degree in Library and Information Services, or the ability to obtain the degree within an agreed upon timeline with the Library Board of Directors; seven to ten years of progressively responsible experience in library administration preferred; strong management and budgetary background highly desirable; or an equivalent combination of education and experience.

- Eligibility to obtain certification as a library director by the Massachusetts Board of Library Commissioners or the commitment to obtain the necessary education to be certified.

- A passion for providing exemplary public service and desire to foster collaborations between community groups and organizations. Experience working in an urban library setting is strongly preferred.

- Strong communication, public speaking and presentation skills.

- Knowledge of library services and emerging library technologies.

- Thorough knowledge of budgeting and administration and strong human resources management experience, including collective bargaining.

- Experience with managing facilities and staff across multiple locations. Ability to foster sense of teamwork with staff. Be approachable, empathetic and an effective and inclusive listener.

- Knowledge and experience with overseeing building projects.

- Excellent public relations and negotiations skills, which can be applied across a diverse array of constituencies.

- Ability to develop and maintain relationships with stakeholders who support the Library. Strong desire to be visible in the community and serve as an active representative of the Library at functions and other public events.

- High emotional intelligence and sensitivity to organizational, union, and political issues.
COMPENSATION & BENEFITS

The Director is appointed by the Library Board of Directors. The position reports to the Library Board of Directors and works closely with the City Manager and the City’s Senior Leadership Team.

Starting salary range: $125,000 - $150,000 +/- DOQ, with an excellent benefits package.

HOW TO APPLY

Submit resume, cover letter, and contact information for five professional references online by March 16, 2020 to Joellen J. Cademartori, CEO, GovHR USA, LLC at www.govhrusa.com/current-positions/recruitment.

Questions regarding the recruitment may be directed to Joellen J. Cademartori, CEO, GovHR USA at 847-380-3238.

The City of Worcester is an equal opportunity, affirmative action employer. Women, minorities, people with disabilities and protected veterans are encouraged to apply.

Worcester Public Library will be a welcoming destination and a leading provider of resources to inform, enlighten and enrich our diverse community.