



CITY OF NEWTON, MASSACHUSETTS

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| Position Title | City Librarian (Library Director) |
| Department | Newton Free Library |
| Grade | Grade H13, Management, Non-Union, FLSA Exempt |
| Supervisor | Library Board of Trustees |

Primary Purpose:

The City Librarian serves as the principal leader and strategic visionary for the Newton Free Library. Under the direction and control of the Board of Library Trustees, and in accordance with Chapter 16 of the Newton City Ordinances and applicable Massachusetts General Laws, the City Librarian directs all library operations, services, collections, programs, and community engagement to meet the evolving needs of Newton's diverse residents, patrons and visitors. The City Librarian provides strategic leadership and oversight of all library staff, fostering professional growth, accountability, and a collaborative workplace aligned with the library's mission and values. The City Librarian champions the library's mission as a cornerstone of community connection, lifelong learning, and discovery while fostering a culture of intellectual freedom, equity, inclusion, innovation, and continuous improvement. Interacts with the Friends of the Newton Free Library and is responsible for maintaining and improving the efficiency and effectiveness of all areas under their direction and control. Performs similar or related work as required, directed, or as situation dictates.

Supervision:

Supervision Scope: Performs complex and highly responsible duties requiring forward-thinking, creative, and independent judgment in the planning, administration, and execution of library programs, services, and personnel direction. Works independently in formulating decisions regarding department policies, procedures, operations, and plans.

Supervision Received: Works under the direction of the Library Board of Trustees with considerable latitude for independent judgment and action. Assumes direct accountability for department results; consults with the Board where clarification, interpretation, or exception to policy is required. Navigates the relationship between the Board of Trustees, which directs library operations and controls the expenditure of appropriated funds, and the City's administration, which controls the overall appropriation and compensation structure of library staff. Receives yearly performance reviews from the Trustees. Works in accordance with applicable Massachusetts General Laws, City policies, and relevant regulations and standards.

Supervision Given: Directly and through subordinates, supervises all library employees, including both union and non-union staff. Hires or assists in hiring; assigns tasks; monitors performance; and counsels and disciplines staff consistent with library policies and applicable collective bargaining agreements.

Serves on the management bargaining team for library employee collective bargaining at the request or direction of the Mayor and/or designee. Determines organizational structure and establishes a line of responsibility to provide for continuity of authority in the event of absences.

Essential Functions:

(The essential functions or duties listed are intended only as illustrations of the various types 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.)

Provides strategic and visionary leadership by developing and implementing a compelling vision for the library. Partners with staff, the Library Board of Trustees, the Friends of the Newton Free Library, City leadership, and community stakeholders to create strategic direction for the library's future. Supports the seven-member Board administratively; attends Board meetings, assists the President in preparing agendas, and provides monthly and annual reports on the condition and needs of the library.

Provides annual reports to the Massachusetts Board of Library Commissioners detailing library activity, income, expenditures, and compliance with standards for state aid. Leads long-range planning and submits plans and updates to the MBLC to maintain grant eligibility. Writes and administers grants to support library programs and services.

Exercises effective fiscal stewardship by preparing annual budgets for review by the Trustees and the Mayor; monitors expenditures and manages diverse revenue sources, including appropriated funds, trust funds, gifts, grants, and other library income. Approves bills for payment and awards contracts for library purposes. Acts as the Procurement Officer for the library and coordinates with the City's Chief Procurement Officer.

Leads and develops a high-performing team by fostering a welcoming, respectful, and inclusive workplace. Appoints librarians and other employees necessary for the care and operation of the Library. Directly supervises the Assistant Director, administrative staff, technology staff, and four Division Heads. Provides coaching, development, and clear expectations; coordinates with the City's Human Resources Department to ensure compliance with personnel policies.

Ensures equitable access and welcoming spaces by creating inclusive, safe, and accessible library environments. Champions programs for all ages, prioritizes diversity, equity, and inclusion, and expands access for underserved communities.

Coordinates with the Mayor's Office and other City departments regarding library operations. Builds and sustains community partnerships with schools, organizations, businesses, and cultural institutions. Serves as an advocate for the library and publicizes services to encourage community engagement. Listens and responds to public comments, concerns, and suggestions.

Monitors the condition of library facilities, including the interior of the building, fixtures, and furnishings, and reports the need for repairs or alterations to the City's Department of Public Buildings, which operates under the direction of the Mayor, in accordance with Section 16-6 of the Newton City Ordinances. Coordinates with Public Buildings staff on maintenance and capital projects affecting library spaces.

Evaluates the effectiveness of library services, analyzes community needs, and makes recommendations for improvements or new initiatives. Maintains organizational excellence and innovation by using data-informed decisions, staying current with public library trends, and leveraging technology to modernize services. Develops strategies to address emerging technologies, including

artificial intelligence and cybersecurity, and ensures compliance with applicable digital accessibility requirements. Serves as the Newton Free Library's voting representative to the Minuteman Library Network and represents the library at other cooperative organizations. Maintains professional knowledge through conferences, seminars, and professional literature.

Demonstrates integrity, accountability, and transparency by upholding high ethical standards, protecting intellectual freedom and patron privacy, and ensuring compliance with laws and policies. Navigates sensitive public issues, including community concerns about programming, exhibits, and collections, with composure, transparency, and a commitment to the Library Bill of Rights, balancing diverse viewpoints while maintaining the library's role as a space for open civic discourse.

Performs similar or related work as required, directed, or as situation dictates.

Qualifications:

(To perform successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals to perform the essential functions. We encourage all candidates who feel they are capable of successfully performing the responsibilities outlined in this position description to apply.)

Education, Training and Experience:

Master of Science in Library and Information Science from an A.L.A. accredited institution, and seven years of relevant library experience, including five years of administrative and supervisory experience of which at least three should be at a progressively responsible level. Professional Certificate of Librarianship issued by the Massachusetts Board of Library Commissioners, or eligibility for certification at time of appointment. Any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position will also be considered.

Knowledge, Skills and Abilities:

Knowledge: Current trends and best practices in public library administration, including collection development, circulation services, technology and digital services, and community programming. Emerging technology trends including artificial intelligence and cybersecurity. Federal, state, and local digital accessibility and compliance requirements applicable to public libraries. Municipal government operations, budgeting, procurement, and personnel administration. Principles of equity, inclusion, intellectual freedom, the Library Bill of Rights, and accessible service delivery.

Skills: Visionary leadership with the ability to communicate a compelling vision, inspire others, and lead organizational change. Exceptional written and oral communication, public speaking, active listening, and persuasive advocacy. Strong budgetary and financial management, including experience with multiple funding sources. Collaborative relationship-building with community partners, schools, cultural organizations, and unions. Proficiency in integrated library systems, digital collections, and other technologies that enhance services and user experience.

Abilities: Lead, manage, and evaluate a large and diverse staff while fostering innovation and strong public service. Establish and maintain trusted relationships across City departments, with elected officials, schools, community organizations, and residents. Demonstrate cultural competence and responsiveness to diverse community members. Develop and implement strategic plans using data-informed decisions. Handle sensitive personnel and public issues with discretion and professionalism. Respond effectively to public criticism, community protests, and contentious discourse—including

issues related to library programming, exhibits, and collections—while supporting staff and maintaining public trust. Remain calm under pressure and resolve conflicts effectively.

A strong commitment to public service, lifelong learning, and professional development required.

Work Environment:

Work is performed under typical office and library conditions. Library operating hours may require evening and weekend work. Responds to emergency situations at the library. Has frequent contact with City departments, vendors, schools, the Board of Library Trustees, Friends of the Newton Free Library, community organizations, library network staff and the general public. Has access to confidential information requiring appropriate judgment and discretion.

Physical Requirements:

(Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Operates computers, printers, copiers, telephones, and standard office and library equipment. Sits or stands with intermittent periods of walking. May be required to move objects weighing up to 30 pounds. Reads and reviews detailed information on screen and in print. Some tasks require the ability to perceive sounds and visual cues and to communicate orally.

Performance Standard:

Employees at all levels are expected to effectively work together to meet the needs of the community and the City through work behaviors demonstrating the City's values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)