



THE TOWN OF CHAPEL HILL

Invites Your Interest in the Position of

LIBRARY ASSISTANT DIRECTOR



The Town of Chapel Hill is seeking a high-functioning, strategic collaborator to serve as its **Library Assistant Director** for the Chapel Hill Public Library, which includes the Town's division of Community Arts & Culture. Working seamlessly with a newly appointed Director, the **Library's Assistant Director** is an empowering lead who is operationally focused. They will ensure an engaging, responsive, customer-focused experience for all community members by managing Departmental operations and resources and providing strategic project management for major projects and initiatives.

In their next **Library Assistant Director**, the Town desires a servant leader who will ensure functioning operations in the absence of the Director and who:

- Is passionate about Chapel Hill Public Library's (CHPL) [mission](#) of *Sparkling Curiosity, Inspiring Learning, Creating Connections and values of Opportunity, Hospitality, and Stewardship*.
- Is passionate about Community Arts & Culture's [mission](#) of *Inspiring Creativity and Celebrating Community and values of Inclusion, Experience, and Understanding*.
- Has experience writing, securing, and administering grants to support and enhance Departmental programs and services.
- Demonstrates effective communication and creative problem-solving skills – balancing day-to-day operations while navigating time-sensitive challenges.
- Is highly committed to collaborating with town departments and stakeholders to support the missions and programs of the Library and Community Arts & Culture.
- Has demonstrable project management skills to lead projects from idea through completion.

The next **Library Assistant Director** should lead with a DEI lens and sincerely enjoy building sustainable connections with all members of a community at all levels, proactively collaborating and building partnerships.



About the Organization:

The Town operates under a Council-Manager form of government, with the Town Manager reporting to the Mayor and eight at-large Council members. The Town has an approved [\\$150 million budget](#) for FY 23 – 24 with 715 benefitted full-time positions and 200 non-benefitted positions.

The Town's strategic focus areas include Environmental Stewardship, Economic and Financial Stewardship, Affordable Housing, Connected Community, Healthy and Inclusive Community, Safe Community, and Employee Recruitment and Retention.

The Town's mission is *Learning, Serving, and Working Together to Build a Community Where People Thrive*. The Town's [RESPECT values](#) (*Responsibility, Equity, Safety, Professionalism, Ethics, Communication, and Teamwork*) are a compass for accomplishing that mission.

Find more information about the Town [here](#).



About the Chapel Hill Public Library and Community Arts & Culture:

CHPL is a 64,000 square foot municipal public library situated within a 34-acre public park. The facility underwent a \$14 million renovation and expansion in 2013 that added meeting rooms and expanded all areas of the building. In addition to the usual slate of public library programs and services, CHPL has several strategic programs of service, including community history and environmental education. Recognized locally and regionally for its focus on user experience and its commitment to diversity, equity, inclusion,

and accessibility, the library was a finalist for the IMLS National Medal in 2022.

The Library welcomes approximately 1,500 visitors daily and circulates over 1,400,000 items annually.

The Library is supported by three stakeholder groups – the Library Advisory Board, the Friends of the Library, and the Library Foundation.

The Board advises the Town Council on policy matters related to the Library, while the Friends and Foundation raise additional funds to supplement the Library's collections, programs, and services.

Community Arts & Culture was formed in 2017 to advance Town Council and community interests in creating a more vibrant and inclusive community through public art, special events, and arts programming. The four-person division collaborates with a variety of internal and external partners to produce the Town's major events including parades, art markets, and concerts, as well as a growing collection of public art, including various mural programs. The division also coordinates the Town's Poet Laureate program and a new arts award program for area non-profits. The Community Arts & Culture Advisory Board advises Council on matters related to the arts and its members serve on public arts selection committees.



Community Arts & Culture was formed in 2017 to create a more vibrant and inclusive community through events such as the annual Juneteenth celebration (above) and the Holiday Parade, a safe, entertaining, and inclusive community parade to celebrate the winter holiday season (left).

About the Position:

The Director of Library and Arts & Culture trusts the **Library Assistant Director** to effectively manage the Department operations and have a keen awareness of when and how to communicate essential information to the Director. The ideal **Library Assistant Director** is a seasoned leader, known for their transparent communication, active listening skills, effective staff accountability practices, and for valuing the worth and dignity of all. Reporting to the Director of the Library and Arts & Culture, the **Library Assistant Director** will have budget acumen to develop and effectively manage the department's budget of over \$4.6 million. The **Library Assistant Director** will oversee the department's team of 55 staff members (33.5 FTEs plus part-time, seasonal support staff), and supervise 5-7 direct reports. They will model lifelong learning by keeping abreast of trends including creative ways to use space and resources and maximizing public access and engagement.

Key Priorities:

- In close collaboration with the Director, evaluate Library and Community Arts & Culture operations, programs, and structure through a DEI lens, analyzing metrics against goals and advocating for necessary changes internally and with town leaders and administrators.
- Establish and maintain a consistent presence within the Department, developing trusting and accountable relationships with all staff.
- Creatively and intentionally build unity and morale with the highly skilled, educated staff.
- Work collaboratively to facilitate career advancement, pay progression, and professional development opportunities while addressing sustainable workloads and competitive pay.
- Facilitate opportunities to improve collaboration and communication among Town departments and staff within Library and Community Arts & Culture functions and with other Town stakeholders.



One of the key responsibilities of the next Director of Library and Arts & Culture will be to work with a highly skilled staff to develop free programs benefiting community residents of all ages, such as summer reading programs for kids, teens and adults (left) and the Chapel Hill Peoples Academy (right), which allows participants to learn about the Town, connect with Town leadership and engage with others on community issues.


Qualifications:

The following **are required**:

- A Master of Library Science (from an American Library Association accredited institution), Information Science, or a related field.
- Public Library certification (or ability to secure N.C. Public Librarian Certification within 18 months).
- Significant experience in a library serving populations of 60,000 or more, with an organizational focus on diverse public and cultural programs.
- Work history across library service divisions with five (5) or more years of successful and progressive levels of supervisory experience in a public library.
- Work history demonstrating ability to advance a more vibrant and inclusive community through arts and events.
- An equivalent combination of education and experience that provides the required knowledge, skills, and abilities to perform the duties of the job.

Salary and Benefits:

The **hiring range** for this position is \$89,735 to \$116,786. Compensation is negotiable based on experience and qualifications. View the Town's excellent benefits package [here](#).



Animal sculptures greet (and delight) visitors to the Chapel Hill Public Library.

About the Community:

The Town of Chapel Hill, founded in 1819 and chartered in 1851, was named for the Church of England New Hope Chapel, which once stood atop the hill's cross-roads. This thriving, multicultural university community has a population of over 60,000 and frequently appears in national "best place to live" listings. As home to the nation's first public institution of higher learning and a lively and successful Tar Heel sports program, Chapel Hill is a picturesque community of 21 square miles filled with trees, historic and mid-century architecture, and a thriving downtown.

Chapel Hill is a recognized pioneer in education, research, and innovation – a place where ideas are born. Home to brilliant minds, award-winning restaurants, innovative businesses, highly rated public schools, museums, galleries, festivals, and athletic events, and a vibrant music and performing arts scene, community members and visitors have abundant opportunities in this creative town. The Town's fare-free transit system provides community members with accessible transportation.



The Town of Chapel Hill is filled with historic architecture, such as the Horace-Williams house, built in 1854 and today, providing meeting and event space, art exhibitions, and public education programs.



Chapel Hill has a fare-free transit system, which provides community members with accessible transportation.



Chapel Hill is a picturesque community with a thriving downtown.

Chapel Hill community members enjoy ...



dazzling gardens ...



greenways, trails and more than 700 acres of parks and open space ...



pedestrian-friendly neighborhoods ...



and close proximity to Research Triangle Park and Raleigh-Durham International Airport.

Town community members passionate about supporting the Tar Heels and showcasing their Carolina Blue are equally passionate about equity and inclusion, environmental sustainability, and community character. Our community enjoys pedestrian-friendly neighborhoods, greenways, trails, and over 700 acres of parks and open space. Lovely in springtime with woodland wildflowers, greenways, trails, and dazzling gardens with azaleas blooming in multicolor, Chapel Hill has a thing for nature.

Located in the beautiful Piedmont region of central North Carolina, Chapel Hill sits within a few hours of the coast and the beautiful Blue Ridge Mountains and is less than a 30-minute drive from Research Triangle Park and the RDU International Airport. Our major employers are the University of North Carolina at Chapel Hill, UNC Health Care, Chapel Hill/Carrboro City Schools, and Blue Cross/Blue Shield of N.C. These thriving institutions help sustain a stable employment base consistently above state and national benchmarks. Our emerging entrepreneurial community is led by LaUNCH, an internationally recognized business accelerator program and collaborative venture of the Town, Orange County, and the University. Demographically, the racial composition of Chapel Hill in the 2020 census was 71% white, 14% Asian, and 10% black. About 7% of the population was Hispanic or Latino of any race.



Chapel Hill's emerging entrepreneurial community is led by LaUNCH, an internationally recognized business accelerator program and collaborative venture of the Town, Orange County and UNC-CH.

To Apply:

Please visit <https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Library Assistant Director – Town of Chapel Hill, NC** title. **Please note the following:**

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the Town's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **February 19, 2024**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluation on **March 26 - 27, 2024**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct *inquiries* to hiring@developmentalassociates.com.

The Town of Chapel Hill is an Equal Opportunity Employer.



Chapel Hill's Festifall is a popular, three-event arts festival held annually in October along Franklin Street. The street market features artisan vendors, performances, music and more and is a must-do event for community members and visitors alike!



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select "Client Openings," and scroll down to "Important Information for Applicants."