

The New Orleans Public Library seeks a new  
**ASSISTANT CITY LIBRARIAN**



# THE POSITION

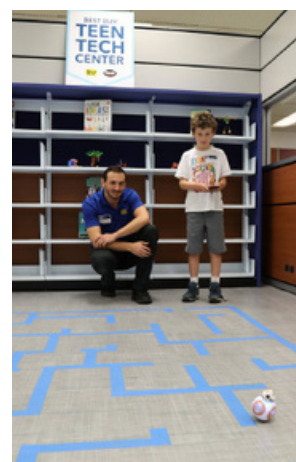
The New Orleans Public Library seeks a highly responsible leader to serve as Assistant City Librarian. The Assistant City Librarian leads a team of senior level managers and participates in formulation of short and long-range planning, program development and evaluation, and is principal in overseeing the allocation of resources in support of the Library's strategic initiatives.

## MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

- Master's degree in library science from an ALA-accredited program
- 5-7 years of varied and increasing leadership responsibilities

## THE IDEAL CANDIDATE HAS

- Knowledge of established principles, practices, and methods of library science and administration
- Ability to motivate, develop, train, and direct staff
- Experience in working with diverse communities and staff
- EDI training and/or experience
- Knowledge of and experience with implementing and evaluating library services





# ABOUT NEW ORLEANS

New Orleans is a vibrant city that affords a unique and authentic lifestyle to its residents. An affordable cost of living, historic and cultural amenities, and abundant outdoor and recreational activities make New Orleans a special place to live and work. As one of the oldest cities in America, New Orleans is deeply rooted in history and tradition with homegrown rituals. It is simultaneously contemporary, with an expanding economy, diverse industries, and adventurous and unbridled creative communities. With hundreds of theater and live music performances, art exhibits, festivals, and sporting events held every year, as well as Louisiana being called the Sportsman's Paradise offering world-class outdoor recreation, living in New Orleans is celebratory. New Orleans combines the excitement of a big city with the pleasures of a small town through its neighborhoods, short commuting times, and the ease of building strong personal and professional networks.

## NEW ORLEANS IN THE HEADLINES

- #2 Top Bucket List Travel City, *Forbes*, 2019
- #3 Best Big City, *Condé Nast Traveler*, 2021
- #3 World's Best City for Food, *Travel + Leisure*, 2020
- #4 Top City in the U.S., *Travel + Leisure*, 2021
- #8 U.S. City with the Most Entrepreneurs, *Commodity.com*, 2022



Scores of internationally acclaimed festivals and events such as Mardi Gras, the New Orleans Jazz and Heritage Festival, French Quarter Festival, and ESSENCE® Fest, are held year-round.

Louis Armstrong New Orleans International Airport boasts:

- New passenger terminal completed in 2019
- #1 for customer satisfaction, J.D. Power's 2021 North America Airport Satisfaction Study
- 18 airlines with 60 nonstop flights including all U.S. hubs
- Nonstop service flights to Cancun, Frankfurt, London, Montreal, and San Pedro Sula

# ABOUT NEW ORLEANS PUBLIC LIBRARY

Dating to 1843, the New Orleans Public Library grew from a single French Quarter house with a few volumes to a thriving system employing nearly 200 dedicated professionals spread over 15 locations throughout Orleans Parish. The Main Library, a distinguished mid-century modern design by noted architects Curtis and Davis, sits across Duncan Plaza from City Hall in New Orleans' civic center.

## LIBRARY STATS

POPULATION SERVED:

**376,971**



LIBRARY LOCATIONS:

**15**

OUTREACH VEHICLES:

**2**



STAFF:

**194**

2019 CIRCULATION:

**2,053,517**



OPEN

2019 VISITS:

**1,562,861**



## GOVERNANCE

The New Orleans Public Library Board of Directors is composed of 9 resident citizens appointed by the Mayor with the consent of the City Council. Board member terms are 9 years.

The Board's responsibilities include:

- Control and provide for administration of library facilities.
- Develop library facilities to serve the public.
- Maintain the City Archives.
- Determine the purpose of any donations to the Library.
- Other duties assigned in writing by the Mayor.
- Appoint a Librarian to serve at its pleasure and be in charge of facilities, personnel and programming.

## PRIMARY FUNDING SOURCE

Dedicated Tax Millage – 4.91 Mills

- 1986 millage – 2.58 mills, expires December 31, 2042
- 2015 supplemental millage – 2.33 mills, expires December 31, 2040

Additional support from the Friends of the New Orleans Public Library and NOPL Foundation.

## KEY PRIORITIES FOR THE NEXT ASSISTANT CITY LIBRARIAN

- Develop internal systems to increase equity, diversity, and inclusion
- Plan, develop, and implement strategy for operational management and development to meet agreed organizational performance plans within agreed budgets and timescales
- Contribute to organizational success by welcoming feedback and creative problem solving
- Update the Library Director of developments affecting morale and public opinion and offer thoughtful solutions

## COMPENSATION AND BENEFITS

- The salary range is \$95,000 to \$120,000 annually. Hiring salary will be commensurate with qualifications and experience.
- The City has mandatory participation in its Employees' Retirement System. Employees contribute 6% of gross salary, which is deducted from earnings.
- The City pays the employer's matching share of the contributions and remits that amount to the pension fund.
- Eligibility for pension is 30 years of service at any age; 60 years of age and 20 years of service; and, 65 years of age and 5 years of services. The pension benefit is based on a 1.9% accrual rate for each year of service to the City.

- An employee becomes vested at 5 years of service. The city offers healthcare which includes:
  - » medical,
  - » dental, and
  - » vision benefits.
- Unemployment insurance.
- Workers compensation insurance.
- Life Insurance policy at no cost to the employee with a benefit of \$25,000 and double indemnity for accidental death while employed (\$50k).
- Employees earn 13 vacation and 13 sick days, annually.
- The City of New Orleans is a qualified employer under the federal Public Service Loan Forgiveness Program (PSLF).
- Other voluntary products such as deferred compensation plans and additional insurance products are available.

## APPLICATION PROCESS

Applications must be sent by email to Ross Matthews at [rmatthews@nolalibrary.org](mailto:rmatthews@nolalibrary.org). The position will remain open until filled.

## APPLICATION REQUIREMENTS

- Résumé
- Cover letter

