

**To the Mayor and Members of the City Council****August 29, 2023**

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SUBJECT: LIBRARY DIRECTOR RECRUITMENT PROCESS

The purpose of this report is to provide an update on the City's hiring process to recruit for the vacant Director of Library position. Human Resources (HR) is committed to hiring talented and diverse individuals and desires a workforce that reflects the community we serve. The City's recruitment efforts seek to be inclusive so that all individuals have equal employment opportunities. The City's goal is to conduct an extensive and nationwide search for the organization's next individual to lead the Library department.

Recruitment Process

The HR department sought proposals from ten (10) executive recruitment firms to conduct the search for the Library Director position. HR received five (5) proposals. Following the initial review of the proposals, the HR department submitted all proposals to the respective Assistant City Manager for review and consideration. In partnership with HR, the City selected Bradbury Miller Associates to conduct the recruitment and search. Bradbury Miller Associates is an executive search firm that specializes in executive recruitments for Libraries across the nation.

In July 2023, the City and Bradbury Miller Associates discussed the overall recruitment strategy, ideal candidate qualities, key departmental projects and initiatives, advertisement sources, including the job boards to advertise the position that would attract a diverse applicant pool of qualified candidates, and agreed upon a timeline for the recruitment process, as noted below. Additionally, a survey of the leadership team and staff was conducted to evaluate the characteristics of an ideal candidate.

Tentative Timeline

- August 14 – Job Posting Opened
- September 24 – Job Posting Closes
- October 11 – Bradbury Miller Associates meets with FW Team to review the applicant pool and select semifinalists
- October 23 and October 25 – Semifinal Interviews
- November 8 and November 9 – Final Interviews including Meet & Greet

The Bradbury Miller Associates screening process involves a comprehensive assessment of the candidate's demonstrated work experience. This includes the use of questionnaires, internet searching and reconnaissance, reference reports, and a background check for the top candidate(s).

Attached is the Bradbury Miller Associates brochure for the Library Director recruitment.

Please contact Dianna Giordano, Human Resources Director, for any questions by e-mail to dianna.giordanno@fortworthtexas.gov.

David Cooke
City Manager



Library Director Fort Worth Public Library (TX)

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Description

Posted 2 days ago

The [Fort Worth Public Library \(TX\)](#) seeks a collaborative and dynamic individual who will bring an empathetic spirit to a thriving library system as its next Library Director. The Fort Worth Public Library Director serves as a municipal department director and reports to one of the city's Assistant City Managers. The Director works closely with community stakeholders, including the Library Advisory Board and the Fort Worth Public Library Foundation in support of the library's mission to build a community of learners, dreamers and doers. Fort Worth Public Library (FWPL) has 18 locations, 240 FTE staff and a \$26 million budget.



Over the past three years, FWPL has become a vibrant and diverse programming library, offering an anticipated 7,000 programs to an estimated 90,000 attendees in 2023. Programs are tailored to meet the needs of each branch's unique community, and include a wide variety of lifelong learning opportunities for customers of all ages including early literacy-based programs and workshops; interactive STEM learning experiences; innovative arts programs including fine arts instruction, guitar lessons, and cultural craft programs; book clubs, writing programs, and author visits; and a wide variety of workforce development and small business support programs for job seekers and entrepreneurs. Additionally, FWPL offers the only free Spanish-language high school equivalency program in Tarrant County, an innovative lending library of musical instruments, and a thriving music collaborative called Amplify 817 that supports Fort Worth's local music scene.

Fort Worth, a city of almost a million people, is continuing to grow in population and land size. The next Director will be instrumental in bringing library services to new areas of Fort Worth through the city's bond program and by developing creative partnerships.

In the first three years, priorities will include:

- Advocating for library services among key stakeholders and fundraising groups
- Sharing FWPL's successes with colleagues in city government, community organizations and the media
- Overseeing construction and development of two new libraries
- Building community support for FWPL's new programming model
- Developing partnerships with the sixteen independent school districts that operate within Fort Worth's boundaries
- Working in collaboration with other city department directors to maximize city resources available through libraries

Fort Worth, Texas, combines its rich western heritage with a modern and dynamic urban lifestyle. As the 13th largest city in the US, Fort Worth offers unique and captivating experiences for its more than 956,000 residents. The city also has a thriving arts scene, with world-class museums like the Kimbell Art Museum and the Modern Art Museum. The area's diverse range of restaurants create delicious Tex-Mex, barbecue, and international cuisines. For nature lovers, Fort Worth offers picturesque parks, lakes, and trails, providing ample opportunities for outdoor activities and relaxation. As a part of Greater Dallas-Fort Worth-Arlington, residents have access to the Dallas-Fort Worth International Airport and educational opportunities at 14 different universities and colleges. With its warm climate, friendly residents, and a strong sense of community, Fort Worth stands tall as a city that effortlessly blends tradition and progress, making it a great place to call home.



Responsibilities: The Library Director will be responsible for planning, administering, and evaluating processes, procedures, systems and service offerings; ensuring compliance with federal, state, and local laws, regulations, codes, and/or standards; making hiring, termination, and disciplinary decisions or recommendations; leading the development and administration of the department budget; representing the City's libraries to other departments, elected officials, and outside agencies; preparing and making oral presentations before groups; responding to and resolving difficult and sensitive citizen inquiries and complaints; and providing executive level staff assistance to an Assistant City Manager. Other duties are listed in the position job description which is linked below.

Qualifications: A bachelor's degree in Public Administration, Business Administration, Library Sciences, or a related field, and eight (8) years of increasingly responsible public library management and administrative experience, including four (4) years of supervisory experience is required. A master's degree in Library and Information Science is preferred. The ideal candidate will have experience operating in a city- or county-managed work environment, possess fiscal acumen with an eye towards opportunities for savings, and understand the nuances of a large metropolitan library system.

Compensation: The hiring salary range is **\$160,000 – \$190,000** (with placement negotiable dependent on experience and qualifications) and an excellent fringe benefits package.

For further information, contact [Bradbury Miller Associates](#). Apply via email with a meaningful cover letter and your resume as Word or PDF attachments to [Briana Trudell](#). This position closes on **Sunday, September 24, 2023**.

Library and Community Links

[Fort Worth Public Library](#)

[Job Description](#)

[Strategic Plan](#)

[Facilities Plan](#)

[City of Fort Worth FY23 Budget](#)

[Organizational Chart](#)

[Benefits Guide](#)

[Visit Fort Worth](#)

[Fort Worth Chamber of Commerce](#)

[Fort Worth Zoo](#)

[City of Fort Worth](#)

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[Cost of Living Calculator](#)

 fortworthtexas.gov/departments/library

Website

 Fort Worth, TX

Location

 Salary

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