

# **Quarryville Library**

## **JOB ANNOUNCEMENT**

**Position Title:** Library Director

**Classification:** Full time Exempt

**Reports to:** Library Board of Trustees

**Salary:** \$50,000 - \$55,000

The Quarryville Library operates independently as a member of the Library System of Lancaster County and serves 38,191 residents in rural southern Lancaster County. Located near the small Borough of Quarryville at 357 Buck Road, Quarryville, PA 17566, the library is a busy, growing hub that provides printed and technological resources and services to members of our diverse communities and to area businesses.

The Board of Trustees seeks a dynamic library director responsible for the overall administration, management, and technological functions of the library. The director carries out policies determined by the Board of Trustees, implements the board-approved strategic plan, and represents the library to the community.

We seek a director who is committed to promoting the library, literacy, intellectual freedom, and equal access to information.

### **Requirements:**

- Master's degree in Library Science from an ALA-accredited institution.
- Comprehensive knowledge of public library operations, aims, and services.
- Demonstrated ability to manage, lead, and motivate a team.
- Knowledge of emerging technologies and their application to libraries.
- Supervisory and management experience in library services or other non-profit settings.
- Professional Librarian Certification from the PA Department of Education.

### **Duties and Responsibilities:**

- Oversee the planning, organization, coordination, marketing, evaluation, and direction of library services to meet changing community needs.
- Coordinate library technology functions with the Library System of Lancaster County IT staff, troubleshoot technology functions, and recommend upgrades to the Quarryville Library Board of Trustees.
- Manage the facility and capital improvement projects effectively.
- Manage personnel including hiring and security checks, scheduling, supervision, evaluation, professional development, disciplinary actions, and enforcement of personnel policies.
- Work closely with the treasurer of the Quarryville Library Board of Trustees to prepare and execute the library budget and oversee the annual audit.

- Provide leadership and collaborate effectively with library volunteers, community service workers, and community groups.
- Work with the Board of Trustees and library committees in setting and achieving goals, evaluating library performance and effectiveness, creating policies and procedures, updating the strategic plan, and advising in relevant financial, operational, staffing, and facility matters.
- Prepare reports for Quarryville Library Board of Trustees, Library System of Lancaster County, State Library of Pennsylvania, and Municipalities.
- Represent the library at meetings and workshops, including but not limited to the Board of the Library System of Lancaster County, Board of Governors, Friends of the Library, Library Directors Council, Quarryville Library Board of Trustees, and Municipal; cooperate with other libraries to improve library service in Lancaster County.
- Assist in coordinating fundraising and library development; pursue financial support on local, state, and national levels; write grant applications and administer grants.
- Promote equity, diversity, and inclusion in the collection, with staff, and community.
- Participate in professional development opportunities to stay current with library topics and fulfill state requirements.
- Train to become a passport acceptance agent and passport manager.

Please submit a cover letter, résumé, and three references to [qvlpres@quarryvillelibrary.org](mailto:qvlpres@quarryvillelibrary.org).

*The Quarryville Library supports workplace diversity and is proud to be an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance, Criminal Record Check, and FBI Clearance. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or national origin.*