

Manheim Community Library

Job Announcement

Position Title: Library Executive Director
Classification: Full time Exempt, including evening and weekend hours
Reports to: Library Board of Trustees

Manheim Community Library has need of an outgoing, community-oriented, and knowledgeable Executive Director. The new director of the Manheim Community Library will be responsible for the library's day-to-day operations, representing the library to the community, and collaborating with volunteers, patrons and colleagues. The director will ensure that Library Board of Trustees' strategic plan and policies are implemented. Most importantly, the director will bring a love of people, a passion for public libraries, and the energy to envision new possibilities for the library.

The new director will have an opportunity to assist with the finishing touches and implementation of the relocation to our beautiful new facility. We are excited to finish the construction phase and make the move over the next six months.

The Manheim Community Library operates independently as a member of the Lancaster County Library System and serves over 20,000 residents in Manheim Borough, Penn Township, and a significant portion of Rapho Township. Currently located in Manheim Borough with the new facility just outside the Borough in Penn Township, the library serves as a major community center, well known for its children's programs and workshops, active participation in community events, experienced and energetic staff, and collaboration with area organizations in serving our community in myriad ways.

We seek a director committed to promoting the library within the community, continuing our excellent relationships with all constituencies. We envision a director who will work with the trustees and community volunteers in developing and implementing a new strategic plan, building on our successes in creating a new future. Anticipated salary is in the \$48,000-\$55,000 range, experience dependent.

Requirements:

- **Master's degree in Library Science from an ALA-accredited institution.**
- **Professional Librarian Certification from the PA Department of Education.**

- **Comprehensive knowledge of public library operations, aims and services.**
- **Demonstrated ability to meet and interact with people easily, to motivate others, and to lead and work effectively as part of a team.**
- **Knowledge of emerging technologies and their application to libraries.**
- **Supervisory and management experience in library services or other non-profit settings.**

Please submit a cover letter, resume, and names of three references to Ken Hameloth, President, Board of Trustees, Manheim Community Library, 41 Doe Run Road, Manheim, PA 17545 (Ken.Hameloth@edwardjones.com). The position will remain open until filled, with a potential starting date at the earliest opportunity.

The Manheim Community Library supports workplace diversity and is an Equal Opportunity Employer (EOE). All employees are required to obtain a PA Child Abuse History Clearance, PA Criminal Record check, and Federal Criminal Background Check.