

LIBRARY DIRECTOR POSITION

Resumes may be sent by email to the Adamstown Area Library, at aalsearchadamstown@gmail.com.

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| Position Title: | <p>Library Director</p> <p>Salary range starts at \$50,000 to \$70,000 and is commensurate based on experience.</p> <p>Benefits include:</p> <ul style="list-style-type: none"> • Paid Time Off • Holidays • Continuing Education • Medical insurance |
| Reports to: | Board of Trustees |
| Job Function: | Plans, manages and directs the operations, programs, services and personnel of the Adamstown Area Library. |
| Essential Duties: | <p><u>Administration</u></p> <ul style="list-style-type: none"> • Participates in the development of budgets. Directs and monitors the administration of budgets and authorizes expenditure. Oversees annual audit process. • Establishes appropriate service levels and allocates resources • Oversees hiring, payroll processing, scheduling, training, supervision, evaluation, professional development, disciplinary actions, and enforcement of personnel policies. Maintains personnel files. • Supervises scheduling, training, evaluation, professional development, disciplinary actions, and enforcement of personnel & library policies. • Submits mandatory reports to the state Office of Commonwealth Libraries in a timely manner. <p><u>Library Service and Operations</u></p> <ul style="list-style-type: none"> • Supervises library's operations, including public services, technology, administration, marketing and facility management to include high quality public programming. • Maintains library's collection & policies in relation to the selection of all library materials. • Responds to inquiries involving library related matters, negotiates and resolves complex, sensitive and/or controversial issues and complaints. • Ensures that library policies and services are in compliance with local, state, and federal laws. • Attends bimonthly meetings of county library directors. • Upholds the principles of the <i>Library Bill of Rights</i> and <i>Freedom to Read</i> statements. <p><u>Community Relations</u></p> <ul style="list-style-type: none"> • Guides public relations activities and works collaboratively with community services staff. • Serves as a representative of the library, advocates for library services and coordinates activities with other agencies, community organizations, municipalities, and the media. • Interprets and explains library policies, procedures, and programs to the public. • Participates in municipal committees, civic groups and committees related to countywide, cooperative library services. |

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| | <p><u>Development and Strategic Planning</u></p> <ul style="list-style-type: none"> • Works in partnership with the Board of Trustees to develop and maintain short and long-term goals for the library. • Accurately assesses needs after securing and evaluating data, creates policies and procedures, updates the strategic plan, and advises of relevant financial, operational, staffing, and facility matters. Makes recommendations as needed. • Directs, attends, and participates in a variety of meetings, workshops, seminars, and conferences. • Meets state standards for continuing education. • Stays abreast of trends and innovations in the field of public library management. • Pursues financial support from local municipalities. Investigates additional sources of fund development, such as grant applications and working with support groups (Friends of the Adamstown Area Library, other community organizations). <p><u>Other duties as assigned</u></p> |
| <p>Knowledge, Skills, Abilities</p> | <ul style="list-style-type: none"> • Experience in planning, organizing, directing and conducting the administrative management of a library. • Demonstrate skills in analyzing issues, problem solving, budgeting and fundraising. • Demonstrate skills in advocacy, community relations, staff motivation, team building and Board development. • Demonstrate excellence in communication, including written, verbal listening and public presentation skills. • Demonstrate understanding of business and privacy ethics. Demonstrate skill in software applications, including but not limited to Windows 10 OS, Microsoft 365 office suite and databases. • Ability to exchange information openly, honestly and effectively. • Ability to embrace emerging technologies and apply them in library settings. • Ability to establish and maintain effective working relationships with municipal officials, trustees, staff and members of the community. • Ability to articulate complex issues in a manner understandable by laypersons. • Ability to read, understand and interpret library statutes, rules, regulations, policies, procedures, reports and financial documents. • Ability to focus staff on serving, strengthening and encouraging patron participation. • Ability to encourage a friendly & professional working environment • Ability to develop compelling ways to promote the library's activities to current members and increase appeal to new members. • Ability to focus staff on serving and strengthening library membership and encouraging community participation. |
| <p>Educational Requirements:</p> | <ul style="list-style-type: none"> • Master's degree in Library and Information Science from an ALA-accredited institution. • Professional Librarian Certification from the Pennsylvania Department of Education. |
| <p>Experience Requirements:</p> | <ul style="list-style-type: none"> • At least three to five years of experience overseeing public library operations or the equivalent. |

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| Additional Requirements: | <ul style="list-style-type: none">• Valid driver's license or the ability to obtain one prior to starting work.• The position includes evening and weekend responsibilities.• The position requires criminal, child abuse & fingerprinting background checks.• Ability to work primarily in a sedentary position.• Ability to operate a keyboard, kneel, bend, reach, stoop, stand and sit; ability to lift, move and handle up to 25 lbs. of library materials.• Meets state standards for continuing education. |
| Equal Opportunity Employer | <ul style="list-style-type: none">• The Adamstown Area Library is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including gender identity, sexual orientation and pregnancy), age, national origin, disability, genetic information, veteran status or any other category protected by law. |