

Position Summary

The ELANCO Library Director manages daily operations of the library, builds positive relationships with patrons and board members, and guides staff to provide outstanding service to the community.

A. Required Education and Experience

- Master's degree in library science (MLS) from an American Library Association (ALA) accredited program
- Minimum of five years of professional library experience
- Demonstrated leadership and supervisory experience

B. Knowledge, Skills, and Abilities

- Knowledge of library policies, procedures, technologies, and fiscal practices, including budgeting and the library code.
- Ability to develop and implement effective policies and procedures.
- Strong organizational skills with the ability to prioritize work, meet deadlines, and delegate responsibilities.
- Proven ability to lead, develop, and evaluate staff at all levels and foster a collaborative team environment.
- Proficiency with technology, especially integrated library systems software.
- Excellent communication skills, including the ability to prepare and present reports clearly and professionally.

C. Library Management Responsibilities

- Provide leadership for the library staff and volunteers to foster an effective, collaborative team.
- Promote staff morale and professional growth through clear communication, delegation, regular meetings, and ongoing training opportunities.
- Ensure compliance with federal, state, and county library standards to the fullest extent possible within available funding.
- Prepare, file, and publish all required documents in accordance with legal and library policy requirements.
- Ensure the circulation desk is adequately staffed whenever the library is open to the public.
- Collaborate closely with the Assistant Director to uphold the library's mission and integrity.
- Manage expenditures responsibly within the established budget.
- Research, write, and submit grant proposals and related documentation.

D. Facilities Management Responsibilities

- Oversee the care and maintenance of the library building and grounds.
- Regularly assess facility needs and advise the Library Board on maintenance and future development plans.

- Maintain and enhance the library's information technology systems and infrastructure.
- Monitor and evaluate the adequacy and cost-effectiveness of the library's facility insurance coverage.

E. Library Service and Promoting the Library Responsibilities

- Develop, oversee, and implement diverse programs and services that meet patron needs and ensure equitable access for all.
- Collect and maintain accurate records of programs, attendance, and outcomes.
- Build and sustain a dynamic, high-quality collection across diverse formats, platforms, and age groups; aligned with the library's approved collection policy.
- Ensure friendly, efficient, and responsive patron service from all library staff.
- Prepare and distribute news releases and media submissions to promote programs, services, and events.
- Design and execute marketing and social media campaigns and strategies, creating engaging written and visual content for the website, newsletters, blogs, and social platforms.
- Cultivate strong relationships with governmental entities, non-profits, businesses, schools, civic and community groups, patrons, and donors to advance the library's mission and vision.
- Maintain communication and cooperation with other libraries in the area system.
- Assist and guide local volunteer groups in promoting, fundraising, and enhancing library services.
- Serve as the public representative of the library, providing outreach and public relations and responding promptly to patron feedback and concerns.

F. Board Accountability Responsibilities

- Establish and maintain a collaborative working relationship with the Library Board.
- Attend annual, regular, and committee meetings as requested.
- Submit an annual performance plan and participate in mid-year and year-end reviews with the Board President.
- Prepare and present the proposed annual budget to the Library Board.
- Provide monthly statistical reports to the Library Board.
- Manage library finances by monitoring and approving appropriations and expenditures with support from the Library Board and Library Controller.
- Keep the Library Board informed of current and future needs of the library.
- Collaborate with the Library Board in developing the Strategic Plan and Operational Plan, leading Director-level implementation activities.
- Advise the Board on relevant local, regional, state, and national developments in the library field and on any standards not currently met at ELANCO.
- Notify the Board promptly of any maintenance or repairs beyond the daily scope.
- Perform other duties, tasks, and special projects as assigned by the Library Board.

G. Other Requirements

- Willingness to work daytime, evening, and weekend hours as needed.
- Reliable transportation.
- Current Pennsylvania and FBI background checks.