



Job Title: Director of Library Services

Department: Operations

Reports to: Executive Director

FLSA: Grade 7 Exempt

Status: Full Time

POSITION SUMMARY-

This position is a member of the Leadership Team and works with the Executive Director in managing library operations, services and developing strategic initiatives, while acting in accordance with Lancaster Public Library's mission, vision, and core values.

ESSENTIAL JOB FUNCTIONS-

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be requested to enable individuals with disabilities to perform the essential job functions listed below:

- Manages all library operations, services, and other library issues in the absence of the Executive Director.
- Oversee Brave Place program.
- Participate in recruiting, hiring/terminating, supervision, and provide guidance to the Manager of Children's and Teen Services, Circulation Manager, Manager of Adult Services, and the Collection Development Librarian.
- Provide ongoing performance evaluation, coaching, and professional development to foster a high-performing and engaged team.
- Collect, analyze, and interpret statistical data to evaluate programs, services, and resources. Make recommendations to align library services with strategic goals and community needs.
- Collaborate with and make recommendations to the Executive Director in assessing and executing changes to existing library policies, procedures, programs, and services.
- Represent the library in both internal and external settings by participating in meetings, delivering presentations, and engaging in community events to promote awareness of the library's services and emphasize its value to the community.

- Manage technology related projects and issues including but not limited to photocopiers, access control, video surveillance, people counter, patron databases, and staff and public computers.
- Provide professional oversight and direction for branch library to ensure quality and consistency in the delivery of services between all library locations.
- Oversee the use and recordkeeping of restricted funds to ensure proper management and accountability.
- Participate in the budgeting process, by preparing departmental budget requests and managing approved budgets, by monitoring expenditures.
- Manage the Security team and Facilities team, ensuring a welcoming and safe library environment.
- Coordinate in-service training and staff appreciation activities to strengthen the library's culture.
- Keep Executive Director informed of significant issues, emerging challenges, and major decisions. Escalate matters that fall outside of the Director of Library Services' authority while ensuring resolution of those within their scope.

Other Job Functions:

- May occasionally work evening and weekend shifts
- Participate in meetings
- Participate in LPL and library volunteer sponsored events
- Keep up to date on all training
- Maintain current clearances for PA Child Abuse, PA Criminal History, and FBI Fingerprinting
- Any other duties or special projects assigned by the Executive Director

In addition to the functions listed above, the employee is expected to embrace and demonstrate **Lancaster Public Library's Core Values** – Growth Mindset, Credibility, Integrity, Inclusivity, Stewardship (See Lancaster Public Library – Core Values for detail)

Desired Characteristics – Mission driven, passion for one's work, strong internal and external ambassador for LPL, positive attitude, team player, conduct oneself with honesty and integrity, lead and inspire a team, and those within LPL's Core Values

Desired Skills – Strong managerial skills, creative thinker, effective problem solver, effective communicator, self-motivated, punctual, organized, and flexible, multitasker, enjoys working with the public.

Education and Work Experience:

- MLS from an accredited program required
- Minimum of 5 years of relevant work experience in an urban library preferred
- 2 years management experience within a public library environment preferred

Working Conditions

- Urban Public Library

Physical Demands

- Sit or stand between 4 and 8 hours
- The ability to lift and/or move equipment or materials weighing up to 25 pounds and to push/pull wheeled book carts weighing 100 pounds
- The ability to sit, stoop, kneel, reach, crouch, and climb up to 5 feet