



– EPHRATA PUBLIC LIBRARY –

## JOB DESCRIPTION

### **Executive Director**

The Executive Director oversees the Ephrata Public Library’s strategic vision and leads business decisions to drive company sustainability and growth. The Executive Director will report to the board of directors, manage the organization’s leadership team, implement strategic plans for the organization’s development and manage relationships with funding sources, Library Systems of Lancaster County, local and state elected officials, and our service area community.

### **SUPERVISOR**

Ephrata Public Library Board of Directors

### **PRIMARY RESPONSIBILITIES**

Oversees and directs the Library’s daily operations including public services, technology, administration, and facilities management.

- Collaborate, participate, and provide all supporting materials to the board of directors to identify, create and implement strategic plans to actualize business objectives
- Serves as ex officio member on board and committees
- Drafts and recommends policy to the library board of directors
- Identify, recruit, train and develop a talented team of employees who can lead critical departments and manage strategic business functions
- Monitor company operations and ensure employees and business practices comply with regulatory and legal requirements. This also includes passport office employees
- Develop the organizational culture and promote transparency and collaboration throughout the organization
- Develop partnerships with company stakeholders, shareholders, industry regulators and other relevant parties
- Identify potential risks and opportunities within the organization and its environment to protect library interests
- Identify potential sources of investment and organize fundraising efforts
- Represent the company at social and corporate events in ways that strengthen the brand and communicate the company’s message
- Prepare monthly and annual statistics along with other information throughout the year for Board, municipal, county and state reports
- Oversees the maintenance of the Library’s collection; develops policies in relation to the selection and purchase of all library materials
- Responsible for financial oversight and ongoing sustainability of the library’s budget & funding
- Interacts with the appropriate municipal officials for the maintenance of the library’s building and building systems
- Stays current with trends in library services, programming, and technology

**Knowledge/Experience**

- Principles and practices of public library administration
- Public library policies, procedures and standards of service
- Federal, state and local regulations governing library operations
- Minimum of 3 years in the library field, nonprofit organization, or government management experience

**Skills**

- Excellent understanding of finance-related performance standards
- Proven ability to develop and execute financial strategies
- Excellent written and verbal communication skills
- Demonstrated knowledge of corporate and regulatory best practices
- Organization and leadership skills
- Strategic thinking and analytical skills
- Proven leadership/management skills

**Degrees/Certifications/Clearances**

- Master's Degree in Library Science from a university accredited by the American Library Association
- Pennsylvania Department of State Professional Librarian Certification
- Pennsylvania Driver's License
- All applicable federal, state and local clearances which include, criminal and child abuse.

**WORKING CONDITIONS**

There are physical demands associated with work in a library environment including, but not limited to, sustained posture in a standing, walking or seated position for prolonged periods of time; bending, lifting up to 50 pounds and pushing carts weighing up to 100 pounds; and performing repetitive hand and arm motions for prolonged periods of time; exposure to computer screens for prolonged periods of time. This is a full-time position with exempt status and a benefits package.

Interested and qualified applicants may send resume and letter of interest by October 23, 2023 to: [jbedoya@ephratapubliclibrary.org](mailto:jbedoya@ephratapubliclibrary.org)

The Ephrata Public Library is an equal opportunity employer. All applicants will be considered without regard to race, religion, sex, gender, national origin, veteran or disability status.