

Job Title: Public Library Director

General Function: Serve as chief executive officer of the library, implement library policies and projects, and provide leadership for improving public library service to the community. Develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity with the policies established by the Board of Trustees.

Qualifications:

- Must have at least library technical assistant certification per PA Commonwealth Library Standards.
- Clearances: Must be able to obtain/provide Act 34 Criminal Record Check, Act 151 Child Abuse History, and FBI Fingerprint clearances
- Commitment to the mission and philosophy of public library service.
- Excellent leadership, communication, and interpersonal skills.
- Ability to work effectively with library trustees, elected officials, and community groups.
- Ability to supervise and motivate library staff and volunteers.

HOURS: Presently (2016), approximately 30-35 hours/week, may include evening or weekend hours for special events.

COMPENSATION: Dependent upon qualification/experience

IMMEDIATE SUPERVISORS: Board of Directors.

Principal Activities (Include but not limited to):

1. Administration & Library Board Relations

- Develops, implements, and evaluates long and short-term goals and objectives.
- Attends and prepares agenda for Board meetings.
- Prepares statistical reports and presents them to Library Board.
- Prepares plans for the use of state aid and the annual report (in conjunction with treasurer) to submit to State of Pennsylvania.
- Pursues additional funds via grants and fundraising.
- Suggest new fundraising ideas to the board and executes any ideas that have been approved.
- Maintains and updates any policies as needed after board approval.
- Participates in County Library and Seneca District Meetings, and other professional organizations for the library to remain current on library issues within the county, district, and state.
- Maintain compliance with all Commonwealth of PA Library State Standards.

2. Public Services

- Plans, implements, and evaluates library services.
- Provides direct educational and technological services to patrons as needed.
- Perform cataloging, reference, and circulation duties as necessary.
- All other duties as necessary.

3. Collection Development and Technical Services

- Oversees the evaluation of the collections for balance and comprehensiveness, weeds outdated and irrelevant titles as needed.
- Implements new technological equipment, maintains current equipment and provide instruction to patrons on technology use.
- Accepts and acknowledges gifts of money for library materials.
- Follow memorial gift procedures. Explain memorial gift procedures to anyone wishing to donate memorial money or materials to the library.
- Performs Information Technology functions such as administration, maintenance of computer network along with library's webpage and social media accounts. .

4. Supervise staff and volunteers and implement personnel policies

- Provides supervision and delegates responsibilities to the library staff.
- Recruits library personnel and volunteers; recommends termination of staff and volunteers.
- Organizes, trains, assigns, and evaluates personnel.
- Makes sure staff has all Continuing Education Credits necessary to be in compliance with State Standards.

5. Budget & Policies

- Develops and administers policies concerning library operations, budgets and programs.
- Directs and controls the expenditure of fund allocations within constraints of approved budgets while meeting Per Capita obligations.
- Utilize QuickBooks to complete payroll, track expenses, and pay bills incurred by the library.
- Handles complaints in accordance with policy.

6. Outreach & Advocacy

- Cooperates and acts as a liaison with community groups and municipal officials to implement library services and programming.
- Maintains open communication with municipal leaders, local organizations, and school administration.
- Act as contact between library and newspaper (create articles for the paper and publications/flyers/posters for events or publications)
- Speaks before local groups.

- Oversees and approves scheduled use of library by outside groups.
- Prepares questionnaires and surveys to evaluate public responses to the library.
- Advocate for public libraries by writing/meeting with local and state leaders.

7. Library Facility

- Purchases new equipment and furnishings.
- Supervises maintenance of library building, equipment, and furnishings.
- Maintain compliance with all state and federal regulations regarding handicapped accessibility.

8. Professional Development

- Maintain Continuing Education Credits and keep informed of current developments in library field by attending workshops, professional meetings, and reading current literature.
- Maintains membership in professional organizations along with certifications.

9. Future Plans for the Library

- Continue to update policies and strategic plan.
- Continue to implement new programming targeted toward demographics the library is lacking, while maintaining our current patron base.
- Write grants for additional storage for historical collection and handicapped bathrooms under the guidance of District Consultant.
- Personally attend at least 5 municipality meetings per year.
- Reach out to community organizations and continue to foster working partnerships.