

Library Director
Narberth Community Library
80 Windsor Ave.
Narberth, PA 19072

Job Title: Library Director

Reports to Board of Trustees

Primary Function

Under the direction of the Library Board of Trustees, develops, administers, supervises and coordinates the work of the library and staff, performs managerial duties related to personnel, budget, collection development, building facility maintenance, maintaining up to date technology and library operations and services in conformity of the policies established by the Board of Trustees and the regulations of the Commonwealth of Pennsylvania.

Qualifications, Education, Experience and Skills Required

- A Master's Degree in Library Science from an accredited college or university plus 3-5 years experience working in a library or certified Library Assistant with minimum 2 years of college, 9 credits of library courses with 4 years library experience.
- Excellent communications and organizational skills
- Ability to administer the activities of a public library and supervise the work of others
- Ability to develop short and long term development, plans and objectives
- Proficient in library centered technology, standard library principles and practices, concepts of freedom of speech, copyrights, collection development and patron confidentiality
- Current driver's license
- Current PA Child Abuse Clearance, PA Criminal History Check, FBI Fingerprint Based Record Check and Mandated Reporter Training Certification

Physical Requirements

- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat and kneel occasionally throughout work shift
- Must be able to push/pull carts weighing up to 120 pounds
- Must be able to reach, lift and stretch throughout the work day
- Must be able to sit, stand or walk for up to four hours at a time

Specific Duties

- Plans, implements and evaluates library services
- Develops, implements and evaluates long and short term goals and objectives
- Develop a vision for engaging the community around the mission of the library.
- Develops and administers policies concerning library operations, budget and programs

- Handles complaints in accordance with policy
- Provides supervision and delegates responsibilities to the library staff
- Recruits and recommends employment of library personnel and volunteers
- Organizes, trains, assigns and evaluates personnel and volunteers
- Conducts staff meetings
- Prepares an annual budget and presents and defends budget requests to the library board and borough council as required
- Directs and controls the expenditure of fund allocations within constraints of approved budgets
- Supervises the purchase, utilization and maintenance of technology to deliver, monitor and enhance library services.
- Compiles and records library statistics and assembles them for monthly meetings of the Board of Trustees
- Accepts and acknowledges gifts of money and library materials
- Pursues and applies for grant money
- Evaluates collection for balance and comprehensiveness
- Schedules withdrawals and inventory of materials
- Cooperates with community groups to implement library services
- Keeps informed of current developments in library field by attending workshops, professional meetings and reading current literature
- Maintains membership in professional organizations
- Provides reference and reader's advisory services to patron as needed
- Works with treasurer to review monthly reports and ensure accurate accounting of funds
- Acts as a conduit between board, staff and volunteers to ensure smooth implementation of fund-raising activities with the daily operations of the library.

Board of Trustees Representative

- The Library Director informs the Board of Trustees of all relevant library business. As an ex officio member of the board the Library Director:
- Participates in monthly meetings of the Board of Trustees and provides a detailed report of library operations and developments at each meeting.
- Provides professional expertise and guidance to the board including but not limited to presenting information pertinent to legislation from local, state and federal agencies, discussing trends in library technology, funding and management wherever possible
- Serves as ex-officio member on Board committees

The Narberth Community Library is an Equal Opportunity Library.

Resumes may be emailed to: Narcirc1@mclinc.org or mailed to the above address

The close date for resumes is November 10, 2017