

The Board of Trustees of the Lower Providence Community Library seeks a highly capable, innovative and dynamic Library Director to lead the library in providing excellent service to its diverse community. The Director reports to a Board of Trustees, and is responsible for pursuing the library's mission, helping to cultivate community support, and leading a staff of professional librarians, support staff, and volunteers. The successful candidate for this position will have strong leadership skills and a forward-thinking visionary approach to managing this popular and growing library. A Master's Degree in Library Science is required.

Job Description:

The Library Director serves as chief executive officer of the Lower Providence Community Library, implements policies and projects, and provides leadership for improving service to the community. The Director supports the Mission and Vision through the overall planning, management, and operation of the Library.

Specific Responsibilities of the Library Director:

1. Liaise with the Board of Trustees

- Assist the Board President in preparing the draft agenda and compiling and distributing background materials for items on the agenda
- Prepare a monthly written report on library activities
- Keep the Board informed of issues and present options and recommendations for addressing those issues as needed
- Promote the continuing education of Board members and orient new Board members

2. Public Services

- Develop and oversee a variety of programs and services designed to meet the needs of a diverse public
- Oversee the Library's public internet access system and technology services
- Implement a high standard of customer service to meet the needs of library users in a positive and friendly manner
- Provide reference service as needed

3. Collection Development and Technical Services

- Supervise and participate in the selection of a collection of print, multimedia, electronic, and other materials and resources that are responsive to community member input and needs
- Oversee the management of the exchange of materials with other libraries in the system and in the state through inter-library loan

4. Supervise Staff and Volunteers and Implement Personnel Policies

- Responsible for the hiring, supervision, and performance evaluation of library department heads and overseeing the hiring, supervision and performance evaluation of all employees.

- Responsible for the implementation of personnel policies
- Responsible for overseeing staff training and for facilitating their continuing library education and participation in professional organizations
- Oversee training and supervision of volunteers by the Volunteer Coordinator

5. Develop and Manage the Library Budget

- Develop a budget each fiscal year and present it to the Board
- Monitor/manage the expenditures to ensure that budget goals are met
- Ensure accurate and up-to-date financial records are maintained for review by the Board and independent auditors.
- Report on the library's financial position in the annual report to the state.
- Apply for grants when appropriate to further the mission and vision of the library.

6. Develop Policies and Procedures

- Develop initial policies for consideration by the Board and create procedures to administer these policies effectively and efficiently
- Ensure that day-to-day library services and operations are carried out according to these policies and procedures in a fair and consistent manner.
- Ensure that policies are up-to-date and are reviewed by the Board at a minimum every two years

7. Plan for the Future

- In collaboration with the Board, direct the development of a long-term Strategic Plan (in conjunction with the community) to ensure that the library and its services are positioned for the future.
- Ensure that the specific goals outlined in the Strategic Plan are implemented and managed on an annual basis

8. Advocate and Promote the Library

- Effectively advocate and promote the library in the community
- Provide guidance for the Friends of the Library group and assist with fundraisers
- Identify and cultivate donors for the library
- Develop strong partnerships with other community organizations and entities

9. Manage the Facility

- Oversee the care and maintenance of the library facility and surrounding grounds.

Organizational Relationships:

The Library Director collaborates with local officials within Lower Providence Township, the Friends of the Library group, the Board of Trustees, staff, and local community organizations. The Library Director represents the Library at Montgomery County Library District meetings and as a member of the MCLINC Board of Directors.

Qualifications:

- Commitment to the mission and philosophy of public library service
- Excellent leadership skills
- MLS or MLIS degree from an ALA-accredited school
- Certification as a professional librarian by the Pennsylvania Department of Education
- Public library experience with a minimum of five years of progressively responsible duties, including at least three years of administrative experience
- Thorough working knowledge of library administration, reference sources, and emerging library services, including innovations in technology
- Familiarity and comfort with budget preparation, fundraising, and grant writing
- Skill in organizing, managing, motivating, and evaluating staff and volunteers
- Excellent communication (both verbal and written) and interpersonal skills
- Ability to work effectively with library trustees, elected officials, and community groups.
- Valid PA Driver's License and access to an automobile is required

Physical Demands or Requirements

Strength/movement requirements

- *Able to lift or move 25 pounds*
- *Able to bend to floor level and/or reach overhead*
- *Able to stand and/or walk for 1-2 hours*
- *Able to sit for 1 hour*

Manual/physical dexterity requirements

- *Able to manipulate keyboard of computer, typewriter or other office equipment*
- *Able to manipulate mouse, pointing device or other input device*
- *Able to manipulate data cables, cords, connections, or similar power and data devices*
- *Able to manipulate pages of books, insert and remove disks, manipulate library materials*

Communication requirements

- *Able to use telecommunication devices to hear and speak with staff and public*
- *Able to see, understand and create written material*

For more information, or to submit your cover letter and resume for consideration, please contact Nancy Klein, President, Lower Providence Community Library Board of Trustees at msnancyklein@gmail.com.