Pottstown Regional Public Library is seeking an enthusiastic, creative, public service oriented professional to lead the Library into the next decade. The Executive Director is responsible for the overall management and direction of the library and reports to the Library Board of Directors. This is a full time, exempt position with benefits. Salary range is $47,000-$55,000 depending on qualifications and experience.

Pottstown Regional Public Library is an independent state-aided public library located in Pottstown, PA, and is a member of the Montgomery County Library & Information Network Consortium (MCLINC). The library is a 501(c)(3) non-profit, incorporated in 1921. Its service territory consists of Pottstown Borough and Lower Pottsgrove, Upper Pottsgrove, and West Pottsgrove Townships, with a population of more than 46,000 residents. Located at the junction of three counties, the library also serves patrons from Chester and Berks County. The annual operating budget is approximately $650,000.

Qualifications
- Master's in Library Science
- Professional librarian certification by the State of PA
- Minimum five years’ experience in public libraries
- Experience with renovations/construction desired
- Excellent communication skills
- Knowledge of current, new, and future technology for public libraries

Responsibilities
- Manage the library’s services and outreaches to the community
- Long range planning and evaluation of new services
- Oversee the selection and maintenance of the library’s collection, both physical and digital
- Hire, train, supervise, and evaluate library staff
- Manage the library’s finances, budget, and grants and reports to the Board and Auditor
- Raise funds for operational expenses
- Explore new avenues of income generation
- Plan and seek funding/grants for major renovations
- Oversee maintenance of the library’s physical plant
- Manage and plan upgrades of library technology
- Represent the library at consortium, district, and other meetings
- Ensure that the library meets the state, consortium, and other requirements
- Interface with community organizations including government, education, health care, non-profit, and business

PA Child Abuse, PA Criminal Record, and FBI Criminal Background clearances are required.

Resumes are being accepted until position is filled.
Interested persons should submit a cover letter, resume, and three current professional references to:

Pottstown Regional Public Library
Attn: Personnel Committee
500 E High St
Pottstown, PA 19464
mkehoe@mclinc.org

Pottstown Regional Public Library is an Equal Opportunity Employer.