

# Head Librarian 1 – Gladwyne Library

<b>Salary</b>	\$95,555.00 Annually	<b>Location</b>	Gladwyne, PA 19035
<b>Job Type</b>	Full-Time	<b>Job Number</b>	25-00057
<b>Department</b>	Libraries	<b>Division</b>	Gladwyne Library
<b>Opening Date</b>	11/21/2025	<b>Closing Date</b>	Continuous
<b>Hours</b>	40-hour workweek	<b>Salary Schedule and Range</b>	L/2/01
<b>Selection Criteria</b>	Based on education, work experience, merit, training, employee record, testing and interview.		

## DESCRIPTION

## BENEFITS

## QUESTIONS

### **Summary**

Responsible for directing a broad range of public library functions for the Township of Lower Merion (Township). Work involves directing and administering library services and activities including collection development, community outreach, supervision of staff, budgetary planning and implementation, and working with a local library board.

Position is primarily focused on managing, coaching, and developing other people. Position requires expertise and knowledge in specialized functions or business areas that can be used to develop efficient and innovative ways to accomplish organization and library goals.

Works under the direction of the Director of Libraries.

### **Duties**

Directs the development and maintenance of a public library collection of books, periodicals, non-print and other library materials.

Assesses all aspects of the library collection including evaluating newly published/released work for purchase; works with vendors to purchase selected items.

Advises staff regarding a variety of concerns ensuring a safe and respectful workplace; conducts monthly staff meetings.

Works with a local library board to collaborate on a variety of activities including budget planning and monitoring, fundraising, and library projects.

Confers with stakeholders and community groups in the development of library-related programs; assists in coordinating inter-library program efforts.

Speaks to community groups to promote use of the library; contacts community leaders, schools and community and business organizations to promote library services and determine community needs; attends meetings and gives program and library service information to various groups.

Assesses community interests and needs for programming; plans, schedules, and promotes programs up to several months in advance.

Works with the Development and Communications Specialist to ensure library programs are promoted via social media, website and that promotional materials are disseminated in a timely manner; ensures presenters are paid when needed; fosters robust relationships with community partners to facilitate the continued sustainability of programs.

Ensures that all cleaning, lighting, repair, security and safety problems are reported to the proper authority.

Oversees the ordering of supplies for daily operations.

Assists patrons with a wide range of library services including locating, reserving, and checking out materials and utilizing public computers, digital devices, copiers and printers.

Manages patron accounts including issuing library cards and resolving patron fine disputes.

Authorizes payments for library invoices; maintains detailed accounting records; ensures library compliance with all tax payments/returns and required operational licenses.

Establishes a welcoming and inclusive space for library visitors; monitors and resolves issues involving problematic patron behavior.

Collaborates on system-wide initiatives when held across township libraries.

Assists new management staff at other Township libraries as needed; works with the Technology Librarian on a variety of hardware and software issues.

Ensures daily reconciliation of the cash drawer and preparation of cash allocations for the next day's drawer; analyzes, categorizes and records revenue; checks for inconsistencies and resolves as needed.

Responds to inquiries, questions and comments from the public per established standards and protocols; responds to and resolves difficult and sensitive inquiries, issues and complaints.

Provides feedback on a variety of system-wide policies and procedures and ensures these are followed at the local level.

Researches initiatives and plans for sustaining and enhancing library services via short- and long-term goals; recommends plans for implementation.

Administers union contract provisions.

Upholds strict confidentiality in dealing with sensitive information, including personnel matters, legal documents, financial data, contracts, and other proprietary information.

Performs duties of lower-level classifications, as necessary.

Attends and participates in professional group meetings; stays current on new trends and best practices.

May be assigned to other departments/divisions to perform required duties, as needed.

May be assigned responsibility for oversight of selected system-wide programs, goals or initiatives.

May be required to attend evening or weekend meetings and events based on organizational responsibilities and requirements.

**Supervisory Responsibilities:**

Reviews and evaluates work methods and procedures; meets with management staff to identify and resolve problems.

Assesses and monitors workload; identifies opportunities for improvement and implements changes.

Selects, motivates, and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; makes recommendations regarding discipline and termination.

Participates in the development of the departmental budget.

**Qualifications**

Master's degree in library science from an ALA accredited program and two (2) years of professional library experience.

Must successfully pass all conditions of employment which may include a pre-employment physical.

Required to pass and maintain Child Protective Service Law (CPSL) clearances.

Pennsylvania Professional Librarian certification issued by the Pennsylvania Department of Education or the ability to acquire within one (1) year of hire.

Must complete six (6) hours of professional development every two (2) years as coordinated by the department.

Supervisory experience preferred.

Knowledge of principles and practices of public library functions.

Knowledge of public administration principles and practices.

Knowledge of current cultural trends in books, music and film for all ages.

Knowledge of the principles, practices, methodologies and techniques utilized to effectively manage and motivate a diverse workforce.

Skill in the use of Microsoft 365 applications (Word, Outlook, and Excel) and its tools for communication and collaboration, such as Teams and OneDrive, applicable department tools, and ability to learn and become proficient in the use of specialized software as required.

Ability to assist the public with basic computer literacy questions and troubleshoot basic hardware and software problems.

Skill in adapting to a changing work environment and competing demands.

Skill in the use of internet research, online databases, Integrated Library System software and hardware and social media.

Ability to plan, promote and present virtual and in-person library events for all ages.

Ability to lead, motivate, influence, and guide staff toward accomplishment of department mission and goals as a service-oriented team.

Ability to correctly interpret and efficiently implement all applicable policies and procedures.

Ability to identify potential issues, modify processes, and resolve conflict as the need arises.

Ability to follow Township and public safety guidelines and protocols and perform job functions in a safe manner.

Ability to handle difficult and stressful situations with professional composure, diffuse potentially confrontational situations, and resolve disputes.

Ability to maintain regular attendance to ensure efficient and effective performance of job duties.

Ability to establish and maintain effective working relationships with those interacted with during work regardless of race, color, religious creed, national origin, ancestry, sex, sexual orientation, gender identity, age, genetic information, disability, political affiliation, military service or diverse cultural and linguistic backgrounds.

### **Physical Requirements**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 30 pounds). Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

Tasks are regularly performed inside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Some tasks require the ability to perceive and discriminate visual cues or signals. Most tasks require the ability to communicate orally and in writing.

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<b>Employer</b>	<b>Address</b>	<b>Phone</b>	<b>Website</b>
Lower Merion Township	75 E. Lancaster Ave  Ardmore, Pennsylvania, 19003	610-645-6120	<a href="http://www.lowermerion.org">http://www.lowermerion.org</a>