



JOB ANNOUNCEMENT

POSITION INFORMATION

Title: **Library Director** **Supervisor:** Vice President of Library Relations
Location: Paul Smith Library of Southern York County (Shrewsbury, PA) **Classification:** Hourly / Non-Exempt
Department: Paul Smith Library of Southern York County **Hours:** 30 hours per week
Schedule: Mon-Fri, may include weekends and evenings
Supervises: Adult Services Coordinator, Volunteer Coordinator, Youth Services Coordinator and Library Assistants
Note: This position is eligible for Medical/Dental/Vision Benefits and Paid Time Off.

GENERAL DESCRIPTION

The Library Director is responsible for the daily operations of the Library. The Library Director supports York County Library System and the Paul Smith Library's mission, goals, and strategic plan. To achieve these goal, the Library Director will build effective relationships, both internally and externally.

EDUCATION & EXPERIENCE REQUIREMENTS

- A Master of Library Science Degree from an ALA accredited university.
- A minimum of two years of progressively responsible supervisory experience
- Current Child Abuse Clearance; PA Criminal History Check; FBI fingerprint based record check; and Mandated Reporter Training Certificate is required.

GENERAL REQUIREMENTS

- Knowledge of public library operations, including board relations, fundraising, and volunteer recruitment.
- Excellent communication skills to effectively interact with a diversity of individuals and organizations.
- Create and implement strategies and goals to move the Library forward.
- Experience with team environments is required, as well as the ability to be a self-starter and work independently.
- Strong computer skills are necessary, as well as the ability to successfully apply technological solutions to problems and processes.
- Strong relationship building and community engagement skills to facilitate resource development.
- Ability to deliver effective presentations to boards and community forums, to think creatively and strategically, and to facilitate productive relationships in the York County Library System.

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 workday.
- Must be able to stand and/or walk up to four hours at a time.
- Must be able to sit for up to four hours at a time

DUTIES AND RESPONSIBILITIES

- Works with the Board of Directors, York County Library System, and Library staff to establish and achieve operating and strategic goals.
- Manages and supervises all aspects of the daily operation of Paul Smith Library of Southern York County
 - Collection selection and maintenance
 - Program development, implementation and evaluation
 - Training evaluation, scheduling and retention of staff and volunteers
 - Budgeting, reviews annual expenditures, builds draft of yearly budget, maintains expenses within approved budget lines
 - Marketing and community outreach
 - Building maintenance
 - Safety and security

- Supervises, trains, and evaluates the performance of library staff.
- Supervises and evaluates library services and programming, making necessary changes in those services to keep current with needs and demands of the community.
- Enforces and improves operational procedures with approval and guidance from the Board of Directors and Vice President of Library Relations.
- Ensures that customer services standards are met; handles customer feedback and complaint resolution; and provides customer service as needed
- Engages library staff to create a harmonious and productive team environment
- Networks and builds relationships with community organizations, programs, and events that provide a forum for sharing the library mission
- Collects and maintains data; and prepares reports and presentations as requested
- Other duties as requested

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment.

Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record
 - <https://epatch.state.pa.us/>
- Federal Criminal History Record
 - https://www.pa.cogentid.com/index_dpwNew.htm
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
