

Guthrie Memorial Library

2 Library Place, Hanover, PA 17331
717-632-5183

Part of York County Library System

JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Library Director	Supervisor:	Board and Borough Manager
Location:	Guthrie Memorial Library -Hanover	Classification:	Full-Time/Exempt
Schedule:	Varies, may include weekends and evenings	Salary:	\$60,000-\$75,000

GENERAL DESCRIPTION

The Library Director supports the Library's mission, goals, and strategic plan. The library Director builds productive relationships, both internally and externally, to achieve the mission and goals of the organization. The Library Director is responsible for the operations of the library.

EDUCATION & EXPERIENCE REQUIREMENTS

- Must have a Master's degree in Library Science from an ALA accredited institution
- Must have at least 5 years of supervisory experience in a library setting
- Must have strong grant writing, community engagement and presentation skills

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

General Requirements

- Strong marketing and public relations experience with the ability to effectively interact with a diverse array of individuals, organizations, and community stakeholders
- Goal oriented, with ability to make information driven decisions and be accountable for the results
- Functions as a reliable self-starter, as well as a team player, a leader and a collaborative partner
- Strong relationship building and community engagement skills to facilitate resource development
- Ability to determine strategies to move the organization forward, set goals (short and long term), create and implement action plans, and evaluate the process and the results
- Excellent organizational skills, as well as verbal and written communications
- Ability to deliver effective presentations to boards, donors, and community organizations
- Knowledge of and prior experience with grant writing
- Strong computer knowledge, and database skills
- Knowledge and familiarity with York County and the York County Library System, preferred

DUTIES AND RESPONSIBILITIES

- Works with Board of Directors to update, implement, and maintain a vision and strategic plan for the library
- Leads Guthrie staff in developing a "library without walls" by focusing on community outreach and initiatives, runs timely meetings with staff to facilitate this goal

- Networks and builds relationships with community organizations, programs, and events that provide a forum for sharing the library mission.

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>

If you are interested in this position, please submit your resume, 5 professional references and a cover letter stating why you are a good fit for this position to the Borough Manager at ndunford@hanoverboroughpa.gov. This position is open until filled.