



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Library Manager	Supervisor:	Vice President of Library Relations
Location:	Arthur Hufnagel Public Library of Glen Rock	Classification:	Part-Time/FLSA Non-Exempt
Department:	Glen Rock	Hours:	26 – 29 hours per week
Schedule:	Mon – Thu 10:30am – 5:00pm (availability to work Fridays); occasional evenings and weekends		

GENERAL DESCRIPTION

Under the supervision of the Vice President of YCL, the Library Manager is responsible for the daily operations of the Library. The Library Manager supports York County Libraries and the Public Library of Glen Rock's mission, goals, and strategic plan. To achieve these goals, the Library Manager will build effective relationships, both internally and externally.

EDUCATION & EXPERIENCE REQUIREMENTS

- Bachelor's degree preferred.
- A minimum of two years of experience in a public library (or related position) required, supervisory experience preferred.
- Experience with York County Community and York County Libraries preferred.
- 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 fundraising and volunteer recruitment.
- Experience in a supervisory role and ability to effectively lead a team.
- Excellent communication skills to effectively interact with a diversity of individuals and organizations.
- To think creatively and strategically, and to facilitate productive relationships in the York County Libraries.
- Create and implement strategies and goals to move the Library forward.
- Strong computer skills are necessary, as well as the ability to successfully apply technological solutions to problems and processes.
- Goal oriented, with ability to make information driven decision and be accountable for the results.
- Strong relationship building and community engagement skills to facilitate resource development.
- Ability to set goals (short term and long term); create and implement action plans; and evaluate the process and results.
- Familiarity with grant writing.
- Experience in collection development.

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 work day.
- 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

- Manage the daily operations of the Library.
- Working with & supporting the Friends of the Library/Branch Support Group.
- Supervises, trains, and evaluates the performance of library staff.
- Expenditure of allocations within the constraints of approved budgets.
- 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 Vice President of Library Relations.
- Ensures that customer service 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.
- Supervises collection selection, development, and maintenance.
- 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 Libraries supports workplace diversity and is proud to be an Equal Opportunity Employer.

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