



JOB DESCRIPTION

POSITION INFORMATION

Title:	Director of Library Administration	Supervisor:	YCL President
Location:	Martin Library	Classification:	Full-Time/Exempt
Department:	Administration	Hours:	40 hours/week
Schedule:	Monday –Friday some evenings & weekends as needed		

GENERAL DESCRIPTION

The Director of Library Administration supports York County Libraries mission, goals, and strategic plan. Guides and supports the countywide functions of Digital Services, IT/Technology, Collections, Tech Services, Interlibrary Loan, Information/Adult Services, Facilities & Safety, Marketing and Communication.

EDUCATION & EXPERIENCE REQUIREMENTS

Masters level degree required, with Master of Library Science from accredited university or college preferred. Minimum five years of related professional level library experience. Demonstrated ability to achieve performance goals in Library.

GENERAL REQUIREMENTS

Working knowledge of public library administration. Excellent verbal and written communication skills. Ability to deliver effective presentations to boards and branch support groups, to think strategically and to facilitate productive relationships among York County Libraries.

DUTIES AND RESPONSIBILITIES

- Works closely with YCL President to plan and develop library policy and strategic initiatives, evaluates, and improves existing systems, processes and procedures. Supports and assists President's work.
- Oversees administration and supervises directors of Digital Services, IT/Technology, Collections, Tech Services, Interlibrary Loan, Information/Adult Services, Facilities & Safety, Marketing & Communications, including goal-setting and performance evals.
- Monitors, evaluates, and develops YCL use of digital services, materials management, technical processing, customer service, ILS/catalog system, facilities & safety, delivery, marketing and communications.
- Works closely with senior administrative team in analyzing and achieving staffing needs.
- Reviews and approves annual leave processes and procedures.
- Consults with YCL President on YCL Administration of services and public engagement.
- Supports YCL President and Director Community Relations in responding to public relations issues and concerns.
- Advises member library boards contracting with YCL on information regarding COLA, merit, and benefit changes.
- Provides outreach to public officials, volunteers, Friends, schools, committees, boards and public. May represent YCL via speaking engagements.
- Facilitates YCL President's Quarterly Meetings.

CORE COMPETENCIES

- Ensures accountability, holding self and others accountable to meet commitments
- Action oriented, taking on new opportunities and tough challenges with a sense of urgency, energy, and enthusiasm.
- Manages ambiguity, operating effectively when things are uncertain or unclear.
- Attracts and selects top talent to best meet current and future organizational needs.
- Applies knowledge of business and the marketplace to advance organizational goals.
- Collaborates, builds partnerships, and works collaboratively with other to meet shared objectives.
- Communicates effectively, developing and delivering multi-mode communications that convey clear understanding of the unique needs of different audiences.
- Manages complexity, making sense of complex, high quantity and contradictory information to effectively solve problems.
- Manages conflict effectively, with a minimum of noise.
- Plans and prioritizes work to meet commitments aligned with organizational goals.
- Customer focus, building strong customer relationships and delivering customer-centric solutions.

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.

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.identogo.com/locations/pennsylvania>
- 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 <https://www.yorklibraries.org/about-us/careers/apply/> to complete an employment application.