



JOB DESCRIPTION

POSITION INFORMATION

Title:	Director of Library Relations	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 Relations supports York County Libraries mission, goals, and strategic plan. Guides and supports the countywide functions of Branch Operations and Member Library Relations.

EDUCATION & EXPERIENCE REQUIREMENTS

Bachelor's Degree required, 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

- Coordinates and facilitates communications between YCL, branches and member libraries.
- Oversees branch operations; supervises branch managers and contracted library directors; monitors branch operating budgets.
- Supports contracted services for member libraries, including oversight of operations and mentoring of library directors.
- Supports processes to train and coach branch and member library directors, develop staff and manage personnel. Facilitates professional development.
- Works with branch managers and member librarians to set goals and to measure results, developing appropriate objectives in support of YCL goals.
- As senior member of interview team, develops effective recruitment interviews, conducts interviews, and makes hiring recommendations.
- Recommends opportunities to motivate staff, improve operations, work collaboratively, and provide excellent customer service.
- Meets and plans with YCLS library boards and branch support groups to assure effective communication, operations, and financial success.
- Develops and communicates new and or changed policies and procedures to library managers, staff, boards and friends groups.
- Facilitates Operations Team, Library/Branch Managers; Department Heads; Pandemic Plan 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.
- 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.
- 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 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.

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.