



POSITION TITLE: Library Director

DEPARTMENT: Guthrie Memorial Library

REPORTS TO: Borough Manager and Library Board of Governors

CLASS / RATE OF PAY: \$60,000 - \$75,000

FLSA STATUS: Full-time, FLSA Exempt

EFFECTIVE DATE: March 29th, 2021 – April 30th, 2021

SUMMARY OF DUTIES: The Library Director is an administrative position for the Borough of Hanover responsible for all library functions of the Guthrie Memorial Library in accordance with the policies established by the Board of Governors and Hanover Borough Council. Principal functions include implementing programs and coordinating activities to deliver library services to the residents of the Hanover area, representing the library at community venues, and exercising a high degree of leadership and independent initiative in planning and developing goals and objectives, policies, and budget as determined by the Board of Governors and approved by Hanover Borough Council.

SPECIFIC DUTIES:

- Supervises all Library functions; directly supervises the full-time and part-time employees as well as seasonal staff hired in support of the Summer Reading Program.
- Recommends, plans, and implements library services and necessary changes in those services to keep current with needs and demands of the community. Provides assistance, direction, and information to the Board of Governors and Borough Council for long-term and short-term planning both on a local and countywide basis.
- Directs and supervises the expenditures of the funds, including administering materials buying policy of the library. Seeks to improve library services and collections in a fiscally responsible way by taking responsibility for collection development and acquisitions, including weeding the collection.
- Develops policies and procedures for the operation of the Library that are approved by the Library Board of Governors and are in compliance with local, state, and federal laws and regulations.
- Seeks alternative funding sources including but not limited to grant writing, fundraising, and municipality donations.
- Works in cooperation with other libraries within the York County Libraries system, in providing services administered through their offices, to make effective use of funds and develop services.



QUALIFICATIONS:

EDUCATION: Master's Degree in Library Science from an ALA accredited institution

EXPERIENCE: Five years of supervisory experience in a public library setting, including general supervision of public library operations.

KNOWLEDGE AND ABILITIES: Comprehensive knowledge of library operations aims and services; knowledge of both traditional and technology-based library resources and networks, as well as emerging technologies and application to all functions of the library is essential; knowledge of and ability to use computers and Windows-based software programs; skilled in the use of Microsoft Office products (Word, Outlook, PowerPoint, and Excel), working knowledge of a variety of office equipment; experience writing and managing grant applications; ability to meet and deal with the public with tact and diplomacy; ability to establish and maintain effective and cooperative working relationships with both library staff and other Hanover Borough staff and management, Hanover Borough Council, and the community; ability to communicate effectively, verbally and in writing; ability to maintain high level of organization in record keeping and planning; ability to exercise independent judgment and decision making, along with being able to work well as part of a team, generating and sharing in the enthusiasm for the valuable work of the library

PHYSICAL REQUIREMENTS: Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat and knee occasionally during workday. Must be able to carry files, documents and other library, and non-library, related materials. An offer of employment will be conditional on passing a pre-employment criminal background check, including child abuse screening and fingerprinting, and physical examination including drug screen.

SCREENING: Offers of employment are contingent upon passing a pre-employment physical, which includes drug screening, and upon satisfactory results of state mandated clearances required for employees with direct contact with children.

TO APPLY:

Please submit a resume and borough employment application to the attention of the Human Resources Manager at the municipal building located at 44 Frederick St. Hanover, PA 17331. Applications are available on the Borough's website at www.hanoverboroughpa.gov.