



JOB ANNOUNCEMENT

POSITION INFORMATION

Title: Library Manager
Location: Kreutz Creek Library
Hours: 40 hours/week, occasional evenings and weekends as required

Supervisor: Director of Library Relations
Classification: Full-Time/Exempt

COVID-19 vaccination is required. At York County Libraries, the health and safety of our employees are important to us. Therefore, new hires must be fully vaccinated against COVID-19 by date of hire. Individuals requiring a medical or religious accommodation may contact Human Resources.

GENERAL DESCRIPTION

The Library Manager is responsible for the daily operations of Kreutz Creek Library, a York County Libraries (YCL) branch. These operations function within the framework of YCL goals, objectives, policies, and budgets. The Library Manager will succeed as they work in an efficient, effective manner while building relationships, both internally and externally. The Library Manager supervises all branch staff and volunteers and works collaboratively with the Friends of the Library.

EDUCATION & EXPERIENCE REQUIREMENTS

- Bachelor's Degree required, Master of Library Science from accredited university or college preferred. Minimum three years of related professional level library experience.
- Comprehensive knowledge of library operations and services.
- Extensive computer, internet, and software experience, including but not limited to internet research; online databases; ILS software and hardware; and Microsoft Office.
- Supervisory and administrative experience. Minimum three years of supervision required.
- Candidate must possess a valid Driver's License.
- Experience with collection development.
- Child Abuse clearance, Pennsylvania Criminal History Check, FBI Criminal Record Check and Mandated Reporter Training

GENERAL REQUIREMENTS

- Candidate must thrive in a team environment both as a team player and collaborative partner in a cooperative library system environment.
- Must enjoy working with the public, community networking, and providing excellent customer service to a diverse population.
- The position requires the candidate to have strong leadership skills and strategic capabilities that include leading through vision and values, making informed decisions, building collaborative work relationships, and ensuring accountability for results.
- The candidate should be flexible, reliable, a self-starter, and able to multi-task effectively.
- Experience in planning, promoting, and presenting virtual and in-person library events for all ages.
- Experience leading and supporting Friends group (Branch Support Group) preferred.
- Experience promoting events and marketing the library

DUTIES AND RESPONSIBILITIES

- Recruit, supervise, train, schedule, and evaluate staff and volunteers.
- Work with Director of Library Relations and the District Consultant in establishing, communicating, and achieving annual goals.
- Prepare reports as required by YCL.
- Coordinate programs to encourage the use of the YCL's services.
- Promote services directly to the public and through collaborative efforts with other libraries, schools, government agencies, and community organizations. This includes developing plans, preparing materials, attending meetings, and participating in county-wide activities. Frequent interaction and coordination with Marketing Department is vital.
- Support and lead the Friends group (Branch Support Group) in their fundraising responsibilities to help support Kreutz Creek library. Plus helping Friends to advocate for the library as well as YCL at the local, county, and state level.
- Select, merchandize, and evaluate the performance of materials for the library's collection.
- Attend meetings held by YCL and contribute/participate actively.
- Share and uphold system-wide member service standards with staff and volunteers.
- Other duties as requested by the Director of Library Relations.

LEADERSHIP 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.
- Applies knowledge of business and the marketplace to advance organizational goals.
- Plans and prioritizes work to meet commitments aligned with organizational goals.

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 jobs.yorklibraries.org to complete an employment application.