Boone Area Library
Library Director

Diverse multi-municipality population southeast of Reading in Birdsboro, PA seeks people oriented individual to develop innovative programs for growing library. Well-trained staff and enthusiastic Board awaits the leadership of a community-minded and customer service oriented individual.

The mission of the Boone Area Library is to provide a wide variety of materials and events which reflect the culture of our community and serve to entertain, education and inspire life-long learning relevant to all.

Summary of Job Description

- Manage the day to day operation of the library including supervision of staff
- Develop innovative programs and events for children, teens and adults
- Prepare Monthly and State Reports, Annual Budget and policy statements
- Prepare grants and applications to enhance the collection, update technology and improve the library
- Review and Analyze library performance to increase attendance and circulation
- Attend required meetings and trainings
- Serve as a community liaison by maintaining communications with local groups and community leaders
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Qualifications

Master's degree in Library Science

- Will consider Bachelor level candidate pursuing Library Science degree

FBI and PA Criminal Background Checks and Pa Child Abuse History Clearance
Strong interpersonal skills

Position is 40 flexible hours per week; will consider part-time applicant (Minimum of 20 hours during library operation)
Starting Salary: $28,000-30,000 for full-time position

Please submit resume to

Boone Area Library
129 N. Mill Street
Birdsboro, PA 19508
Attention: Susan Fix

Or email to sfix@windstream.net

Resumes accepted until the position is filled