

Posting on behalf of the Hamburg Public Library in Hamburg, PA:

The Hamburg Public Library, a member of the Berks County Public Library System, seeks a Library Director to serve its 16,000 service area residents. Our current Librarian will retire in October after 30 years of dedicated leadership.

This position begins as part-time at 25-30 hours per week for an orientation period with our current Librarian. Pay rate begins at \$14 per hour, and is negotiable dependent upon qualifications. The position will shift to a full-time, salaried position with benefits once the Librarian retires in October.

Duties include but are not limited to the following:

- Manage the day-to-day operation of the library including financial functions, training and supervising staff and volunteers; developing staff job descriptions; recommending and administering personnel policies; hiring, evaluating, promoting and terminating staff in consultation with the Board of Trustees
- Provide technology assistance, reference assistance, and reader's advisory for all age groups utilizing a variety of print and electronic resources
- Develop and maintain print and digital collections
- Plan, conduct and evaluate adult programming
- Visit local organizations and attend community meetings to promote library services

The successful candidate will possess:

- Excellent written and oral communication skills
- Excellent customer service skills
- Working knowledge of current and emerging library technology, service and programming trends
- Proficiency using various types of technology, computer programs such as Microsoft Office products, and social media platforms
- Strong time management skills to complete various tasks
- Adaptability and flexibility to work effectively with a small staff

Minimum certification required to be considered for this position:

- Provisional Librarian certification is required (Bachelor's degree including 12 credits in library science from a 4-year accredited college or university)
- Professional Librarian certification is preferred (Bachelor's degree from a 4-year accredited college or university and a masters in library science in an ALA accredited program from an accredited college or university)
- FBI and PA Criminal Background Checks and Pa Child Abuse History Clearance must be completed prior to first day of employment

Email a resume, cover letter, and three professional references by **July 31, 2020** to:

hamburgpl@berks.lib.pa.us with the subject: Library Director Application

Or mail to:

Hamburg Public Library

Attn: Jeanette Heckman, Board President

35 North 3rd Street

Hamburg, PA 19526