



## POSITION OPENING

### **Executive Director of the Reading Public Library**

The Reading Public Library (RPL), located in downtown Reading, Berks County, PA, is seeking an individual experienced in library sciences and business management to lead the Organization as its Executive Director. The Library serves the needs of eighty-eight thousand residents across Reading's diverse communities and, as Reading District Center Library also serves as the hub of library services for the entirety of Berks County. The Executive Director is charged with overarching responsibility for leading the 258-year-old Reading Public Library - a main library and three neighborhood branches - toward its vision of being a model 21<sup>st</sup> Century Library, amidst profound social and technological change and shifting patron needs and expectations. With the support of a full-time staff of 31 and part-time staff of 15, the Executive Director will take the lead in executing the initiatives of the Library's strategic plan, following its strategies centered on growth, creative problem solving, innovation, thoughtful deployment of technologies, and balancing the needs of the Library's many stakeholders. This is an exciting opportunity for a charismatic, patron-centered leader who is passionate about the important role libraries play in our communities and who is skilled in both strategy and operations.

The RPL Board of Directors intends to fill this position early in the 1<sup>st</sup> Quarter, 2022.

#### **Responsibilities include:**

- Takes the leadership role in executing initiatives of the Library's strategic plan. Designs and monitors performance metrics to measure progress.
- Oversees the planning, design, implementation, coordination, and management of a balanced program of Library services.
- Prepares, manages, and monitors the Library's annual budget and the District budget. Works closely with the Library's Board of Directors on matters related to budget.
- Identifies new sources of funding and cultivates relationships with corporate, foundation, and individual donors. Oversees the Library's grant writing and fund-raising activities.
- Oversees all aspects of personnel management including hiring, training, supervision, evaluation, professional development, disciplinary actions, enforcement of personnel policies, and succession planning.
- Demonstrates commitment to inclusion and diversity through both letter and spirit in policies, procedures, and interactions with all stakeholders.
- Designs, develops, and maintains an organizational structure that optimizes the use of Library personnel and resources in carrying out the Library's mission.



- Represents the Library through frequent interactions with media outlets, community leaders and their organizations, municipal administrators, regulators, other libraries, civic organizations, and the general public.
- Provides leadership in the development and maintenance of the Library's collections, in its various formats.
- Negotiates the annual District budget agreement between the District libraries and the PA Office of Commonwealth Libraries. Leads development of the District Strategic Plan.
- Maintains a working knowledge of existing and developing technologies in the public library setting. Provides technology overviews and cost-benefit analyses to the Board of Directors, as appropriate.

**Qualifications:**

Education: Master's Degree in Library Sciences is required. PA Public Librarian Certification or a good-faith commitment to obtain that Certification upon hire is also required. Additional coursework or degrees in Business Management and Public Administration are pluses.

Experience: Minimum 5 to 8 years of management experience (with at least 2 of those at a senior level) in a library setting, with financial, personnel, collections, and operations responsibilities. Knowledge of current and emerging library technologies is essential. Proficiency in using Microsoft Suite of products and Polaris, or comparable inter-library software package, a plus.

Personal: Strong interpersonal, oral, and written communications skills. Ability to interact effectively with a variety of audiences including community stakeholders, donors, municipal and community leaders, volunteers, staff, and the general public. Exceptionally strong skills in motivating others, creativity, problem solving, communicating vision, team building, time management, and delegation. Strong commitment to professional development.

This position requires a Pennsylvania State Police Criminal Record Check, Pennsylvania Child Abuse Clearance, and FBI Criminal Background Check

Salary Range: \$75,000 - \$80,000 and a competitive benefits package.

The Reading Public Library is an Equal Opportunity Employer. Please direct cover letters and resumes to [resumes@reading.lib.pa.us](mailto:resumes@reading.lib.pa.us)

Applicant materials must be received by Thursday, July 15, 2021.