

Position: Library Director

Posting Date: July 2024

Surround yourself with books and the community - Library Director needed!

Diverse multi-municipality population southeast of Reading in Birdsboro, PA, seeks a friendly, people-oriented professional to develop innovative programs for a growing library. Well-trained staff and an enthusiastic Board await the leadership of a community-minded and customer-service-oriented individual who will bring a passion for public libraries and the energy to envision new possibilities for the library.

The Boone Area Library is an independent member of the federated Berks County Library System, with a service area population of over 21,000. The mission of the library is to provide a wide variety of materials and events that reflect the culture of our community and serve to entertain, educate and inspire life-long learning relevant to all.

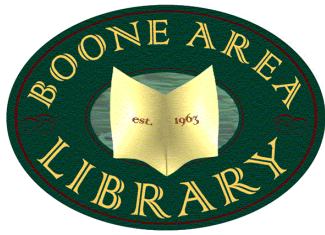
The state requires this position to have a Masters Degree in Library and Information Science from specific, approved universities.

Summary of Job Description

The Library Director serves as the Chief Executive Officer of the Library and is responsible for the administration of all library functions within the goals and policies established by the Board of Directors. The ideal candidate will be a forward-thinking leader who possesses strong organizational and project management skills, has experience and facility with library automation systems and database searching, and has current knowledge of the principles and practices of professional library management.

Duties will include but are not limited to the following:

- Managing 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 Directors; and establishing and maintaining a staff manual of library procedures.

- Overseeing the development and promotion of library services and innovative programs and events for children, teens and adults. Evaluating the effectiveness of library services in relation to changing needs of the community, with the goal of increasing attendance and circulation.
- Serving as a community liaison by maintaining communications with local groups and community leaders.
- Preparing an annual budget in consultation with the Board. Applying for and administering grants to supplement the budget and to fund special projects.
- Maintaining complete and accurate records and preparing all library reports for the Board, the System and the State.
- Managing the library's collection of print, audiovisual, and digital items, including selection, display and weeding, providing reference services and overseeing interlibrary loans.
- Attending monthly meetings of the Board of Directors, the Berks County Public Library System and others as requested by the Board.
- Staying active professionally by attending training workshops and local, state, and national conferences when possible.

Qualifications

- **Master's degree in Library Science from an approved College/University.**
- FBI and PA Criminal Background Checks and Pa Child Abuse History Clearance
- Strong interpersonal skills
- Customer Service experience: 2 years (Preferred)
- Management experience: 2 years (Preferred)

Job Specifics

The position is 35 flexible hours per week: (Minimum of 20 hours during library operation)'

Job Type: Full-time

Salary: \$41,000.00 - \$45,000.00 per year

Benefits: Paid time off