



Position: Library Director

Posting Date: June 10, 2022

Reports to: BCL Board of Trustees

Closing Date for Application: June 30, 2022

The Boyertown Community Library, located in the Borough of Boyertown in southeastern Pennsylvania, is seeking a dynamic, community-minded leader for the position of Library Director. The Library serves a diverse population in the Boyertown Area School District and nearby areas. It is a member of the Berks County Library System.

Position Summary: The library director plans, organizes, directs, evaluates, and reviews the library resources, and programs to respond to the needs of the community. Duties include preparing and implementing the library's short and long term goals; developing and monitoring budget resources; community outreach; and supervising staff and services. This is carried out under executive direction of the Library Board, in accordance with Board policies and objectives.

Job Requirements:

- Master's degree in Library Science, preferably from ALA accredited program
- Public Library Certification as a professional librarian from the Pennsylvania Department of Education
- FBI and PA Criminal Background Checks and PA Child Abuse History Clearance
- Preferred three years of progressive library experience
- Demonstrated, successful leadership role in a community, or not-for-profit organization
- Preference for non-profit fundraising, development and grant writing experience
- Interpersonal skills to collaborate with various internal and external groups
- Strong oral and written communication skills

**24 North Reading Avenue
Boyertown PA 19512
610.369.0496**

Essential Functions:

- Manage the day-to-day operation of the Library
 - lead, develop, administer and coordinate the work of the Library staff
 - perform managerial duties related to personnel, budget, payroll and benefits, collection development, and building maintenance
 - work with staff to present a broad range of activities for children, teens and adults
 - prepare all required County and State reports
- Collaborate with the Board of Trustees
 - identify, review and fulfill the mission, vision and values of the Library
 - evaluate Library performance and effectiveness
 - develop, review and implement library policies and procedures
 - review, revise and implement the strategic plan as needed
 - monitor, identify and address relevant financial, operational, staffing and facility matters
- Develop and maintain relationships with the community, including local governments, businesses, schools, community service organizations, Friends of Boyertown Community Library and the Berks County Library System
 - represent the Library at meetings and workshops
 - attend community events
- Work with Development Manager
 - coordinate fundraising and Library development with the Board of Trustees
 - support established fundraising events and help to envision new opportunities
 - pursue financial support on local, state and national levels
 - identify and write grant applications
- Salary range \$45,000 – \$55,000

Send letter of interest and resume by June 30, 2022 to:

Charles Wohl, BCL Board President

22 Waxwing Circle

Bechtelsville, PA 19505

Or CWOHLBCLBOARD@yahoo.com

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