

Fleetwood Area Public Library Library Director Job Description

Qualifications:

The Library Director must meet the certification requirements of the Commonwealth of Pennsylvania for Fleetwood Area Public Library's service area. All staff members must maintain the following security clearances: FBI Clearance Check, PA Child Abuse History, and PA Criminal Record Check. A copy of all valid clearances will be kept in the employee's personnel file. Excellent communication and customer service skills, in addition to strong computer skills, must be utilized on a daily basis.

Duties:

- a. Initiates events and allocates resources suited to the needs of the Fleetwood Area Public Library's service area in accordance with the library's strategic plan.
- b. Works with the Board of Trustees in developing long-range plans, policies, and budgets.
- c. Publicizes library activities, events & services using various media outlets. Promotes library activities and events during various speaking engagements throughout the community, and during municipality meetings at Fleetwood Borough, Maiden Creek Township, and Richmond Township.
- d. Abides by the policies, regulations, and standards set forth by the Berks County Public Library System and Pennsylvania State Library Code. Actively supports legislation beneficial to this library. Submits annual reports and other documents as required by BCPL and the Office of Commonwealth Libraries.
- e. Selects, orders, and processes, as needed all library materials, supplies and equipment within the library's budget. Receives prior approval from the Board of Trustees for special acquisitions over \$500. Seeks grant funding as needed for special projects and collections.
- f. Attends monthly Board of Trustee meetings, monthly Berks County Public Library System's librarians' meetings, and monthly Friends of the Library meetings. The Library Director will be paid his/ her hourly wage for these meetings.
- g. Supervises, schedules and trains all library staff. A designated library clerk will train volunteers. Demonstrates a willingness to advance professionally by fulfilling or exceeding the continuing education requirements of Berks County Public Library System, maintains a membership with appropriate professional organizations and attends webinars, conferences, and workshops as able.
- h. Provides reference services to patrons and assists patrons in meeting their informational needs.
- i. Oversees a neat and orderly circulation desk; maintains a professional, service-oriented atmosphere in the library.
- j. Maintains records of materials purchased with funds donated by special fundraising drives (e.g. Business/Community mailings, etc.) and notifies the Business Manager so appropriate acknowledgement can be made.
- k. Provides guidance to the Youth Services Coordinator as needed for youth programming.
- l. Coordinates the annual Adult Summer Reading Program including: prize options, reading challenges, and events.
- m. Performs routine circulation desk duties such as: checking items in/out, placing requests, assigning public computers to patrons, troubleshooting technology problems, and completing inter-library loan requests using ShareIt.
- n. Provides quarterly delivery service to a senior center within the library's designated service area.
- o. Accurately denotes payment of fees using the library's standard operating procedure and accepts credit/debit card payments as needed.

- p. Other duties as assigned by the Board of Trustees.

Salary, Hours of Work, Benefits:

- a. The Library Director is a full-time employee, responsible for working 30-36 hours per week.
- b. The Library Director will receive holiday pay of 7 hours if a holiday falls on a weekday (Monday-Friday), and 1 hour if a holiday falls on a Saturday.
- c. Pay rate is determined by the Board of Trustees based on educational background and quality of service. All employees are paid on an hourly basis, including attendance at the meetings denoted above.
- d. The Director must receive prior approval from the Board of Trustees to attend the PaLA Conference.
- e. Paid time off is paid as follows and will be accrued upon the Director's anniversary date.
 - a. The Library Director will receive one week of paid vacation after 6 months of employment upon evaluation of the Board of Trustees and the completion of their prohibition period.
 - b. The Library Director shall receive two weeks of paid vacation after three full years of employment.
 - c. The Library Director shall receive three weeks of paid vacation after five full years of employment.
 - d. The Library Director shall receive four weeks of paid vacation after ten full years of employment.
 - e. Up to two weeks of vacation time may be carried over to the following year. Additional vacation time not taken will result in a loss of paid time off.
- f. The Library Director will receive 2 Personal Days (14 hours) each year in addition to the paid time off earned. However, these 2 Personal Days must be used by December 31st and cannot be carried over to the following year.
- g. The Library Director will not be eligible for any medical, dental, vision, or other insurance benefits.
- h. The Library Director will not be eligible for any retirement benefits.
- i. The Board of Trustees will complete an annual performance evaluation of the Library Director.

Approved by the Fleetwood Area Public Library Board of Trustees 8/16/2016 Revised 11/19/2019, 2/16/2021, 4/20/2021, 3/21/2023