

EMPLOYMENT OPPORTUNITY
MIFFLIN COMMUNITY LIBRARY
Library Director

Mifflin Community Library is seeking an enthusiastic, creative, and public-service-oriented professional to serve as the library's Chief Executive and continue its strong tradition of service to the community. The Library Director is responsible for the overall management and direction of the library—including budget, personnel, automation, facility, programs and services, grant-writing, and planning—and reports to the Board of Directors of the library. The normal work schedule is 35 hours/week. The salary offered is \$40,000, with a possible increase depending on qualifications and experience. Benefits include paid vacation time, sick/personal time, 8 holidays, and contributions toward health insurance and retirement.

Mifflin Community Library is located in Shillington, a suburb of Reading, PA, and is a member of the Berks County Public Libraries federated system. Its service territory is comprised of Cumru Township and Shillington, Mohnton, and Kenhorst Boroughs, an area of more than 26,000 residents, and its annual budget is approximately \$250,000.

Desired Qualifications

- A Master's in Library Science degree and certification by the State of PA as a professional librarian (required).
- Experience working in public libraries, preferably for at least three years.
- Supervisory experience.
- Professionalism, enthusiasm, and friendliness.
- Excellent communication skills.
- Strong computer skills and significant knowledge of current and new technologies affecting public libraries.

Primary Responsibilities

- Manage the library's services to the community in accordance with the library's mission and strategic plan. Recommend policies and outreach programs to the Board of Directors.
- Manage the library's day-to-day finances, including preparing a budget and monitoring expenditures as well as applying for grants.
- Hire, train, supervise, and evaluate library staff.
- Ensure that the library is meeting the technology needs of the community.
- Select and maintain the library's collection of materials.
- Represent the library at system and other meetings.
- Ensure that the library meets the state and system reporting and other requirements.
- Lead fundraising efforts to benefit the library, with Board and volunteer committee support
- Oversee maintenance of the library's physical plant.

Candidates must provide the following three clearances and one training certificate before beginning work: PA Child Abuse Clearance, PA Criminal Record Check, FBI Criminal Background Check and Mandated Reporter Training. Interested persons should submit a cover letter, resume, and the names and contact information for three current professional references to the following regular mail or email address:

Mifflin Community Library
Attn: Personnel Committee
6 Philadelphia Avenue
Shillington, PA 19607
610-777-3911
mifflincl@berks.lib.pa.us

Resumes accepted until position is filled.

Mifflin Community Library is an Equal Opportunity Employer.