



The Village Library of Morgantown is searching for its next Library Director. Applications will be accepted on a rolling basis until the position is filled. The library is part of the Berks County Public Library System and serves residents in Caernarvon, New Morgan, and Robeson Townships.

This position offers the potential for a desirable, safe, and rewarding career. The Village Library provides resources, services, programs, and technology to enrich lives, build community, and foster success. The Library Director is responsible for daily and long-range library operations of The Village Library. This includes but is not limited to:

- Facilitate and oversee checking in and out items, registering new patrons, accepting payments for fines/copies
- Develop and execute library policy
- Perform strategic planning, in partnership with the Board of Trustees
- Assess services and create proposals to present to the Board
- Recruit, hire, supervise, schedule, train and evaluate library personnel
- Coordinate reporting and correspondence with the County library system
- Attend mandatory monthly meetings and other discretionary meetings as needed
- Attend a minimum of 10 hours of continuing education annually to fulfill system requirements
- Hold and facilitate regular staff meetings to keep the staff informed and engaged
- Ensure library programs are advertised through public relations channels, including social media.
- Promote library services via ongoing outreach and presentation to community groups.
- Coordinate with the Board to identify and apply for qualifying grants
- Facilitate program planning and coordination
- Oversee and ensure maintenance of the library collection (selecting, ordering, cataloging, classifying, and weeding the library collection)
- Facilitate the evaluation of book donations to determine their use as books for circulation, book sales, etc.
- Ensure effective use of the Village Library's website, Facebook page, and Instagram pages. Ensure regularly updates of these pages with current events, newsletters, policies, and relevant information
- Prepare library reports for the monthly Board meeting and all system required reports, including annual state reports and audit reports, in conjunction with the Board as needed
- Manage and implement the budget
- Ensure patron services are accessible, welcoming and meeting their needs

Successful applicants must also display a friendly, tactful, and courteous attitude and demonstrate commitment to inclusion and diversity.

**Minimum Qualifications:**

- The Director will obtain a Library Assistant Certification by the State of Pennsylvania, having completed at least 2 academic years of college and 9 credit hours of library science courses, or is in the process of completing the library science credits.
- The position requires PA State Police Criminal History Clearance, PA Child Abuse History Clearance, and an FBI Criminal Background Check.
- The position requires a valid driver's license and reliable transportation.

**Salary, Hours, Benefits:**

- The Library Director is a part-time position, requiring 25 hours of work, weekly.
- The starting hourly wage for the Library Director is \$16/hour to be paid on a bi-weekly basis. Additional consideration will be given for relevant work experience, educational background, and relevant certifications.
- The Library Director will not be eligible for medical, dental, vision or other insurance benefits.
- The Library Director will not be eligible for retirement benefits.
- The Board of Trustees will be responsible for the annual performance evaluation of the Library Director

The director role is primarily an administrative position that reports directly to The Village Library Board of Trustees. Candidates of any background will be considered, and the position would be ideally suited to candidates with administrative assistant experience, those recently retired from like positions, or recent college graduates with a background in Library Science.

Applicants should apply by sending a resume, cover letter, and three professional references via email to: [ReadVillageLibrary@gmail.com](mailto:ReadVillageLibrary@gmail.com).

Applicants will be contacted via email if selected for interview.

We are committed to ensuring that The Village Library provides equal employment opportunities for all team members and candidates and complies with all applicable federal, state, and local laws and regulations.