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# LIBRARY DIRECTOR

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The **Robesonia Community Library** serves almost 5,000 citizens in Robesonia Borough as well as Heidelberg and North Heidelberg Townships. Our mission is to serve the community by providing materials to patrons of all ages, so they discover the power of information, develop the enjoyment of reading and learning both now and in the future.

## Job Summary

The Library Director is responsible for daily and long-range library operations of the Robesonia Community Library. This includes but is not limited to library policy development and execution, strategic planning, assessment of services/personnel, the recruiting/ hiring/supervision/training/evaluation of library personnel, coordination/correspondence with the County library system, promotions/public relations, grant writing, fundraising, program planning/coordination, managing acquisitions/inventory, budget management, and patron services.

This position reports directly to the Robesonia Library Board of Trustees. The Library Director is expected to work 25 hours per week. The Director may also be scheduled to work additional hours as needed.

While the Library Director may occasionally be required to fulfill the responsibilities of the Library Aide or Youth Services Coordinator positions, this should occur only under unusual circumstances as the Director position is primarily an administrative position. Under ordinary circumstances, the Director should delegate and guide the roles of these other positions rather than perform them directly. Direct service to patrons on the daily operations of the library (e.g. finding materials for patrons, checking in/out materials, shelving, providing technology assistance to patrons) should be the exceptional task rather than routine.

*Robesonia Community Library is an Equal Opportunity and Affirmative Action Employer. The Library does not discriminate on the basis of race, color, sex, national origin, disability, age, gender identity, veteran status, or any other legally protected class in its practices.*

## Responsibilities

1. Implements library policies and procedures as adopted and revised by the Library Board. Maintains the libraries in accordance with Berks County Public Library System and the Pennsylvania Library Code Regulations.
2. Reports to and works closely with the Board of Trustees in developing long range plans for library development, policies, and fundraising opportunities.
3. Serves as ex-officio member of the Library Board of Trustees, providing a unique monthly librarian's report to the board detailing the past months activities and proposed future plans and project for the library.
4. Attends System Librarians' meetings.
5. Promotes library services by providing active programs of public relations, including a robust digital presence across various platforms, attending speaking engagements, etc.
6. Creates, publicizes, and coordinates library programs and services to meet the needs of the patrons served by the library.
7. Closely oversees and develops all adult programs and works closely with the Youth Services Coordinator, keeping programming fresh, relevant and interesting for our patrons.
8. Provides reference and library advisory service to patrons.
9. Oversees monthly delivery of materials to Furnace Creek Manor Senior Apartments.
10. Works closely with the board to develop new fundraising opportunities while identifying new sources of funding and cultivating relationships with corporate, foundation, and individual donors.
11. Aggressively researches and applies for grants.
12. Recruits, hires, supervises, schedules, sets work standards, evaluates and trains personnel.
13. Designs, develops, and maintains an organizational structure that optimizes the use of Library personnel and resources in carrying out the Library's mission.
14. Recruits, trains and supervises all volunteers and assigns duties as needed.
15. Selects, orders and weeds library materials and supplies or delegates tasks appropriately.
16. The Library Director is responsible for the day to day accounting of routine and minor expenses of the institution. The Director will prepare, manage, and monitors the Library's annual budget and works closely with the Library's Board of Directors on matters related to budget.
17. Seeks the Library Board's approval when an expenditure for the respective library exceeds \$300.00.
18. Provides or delegates necessary circulation and clerical duties.
19. Maintains the library's facilities or delegates their maintenance.
20. Prepares and maintains accurate reports and statistical data as required by the Office of Commonwealth Libraries and local library system requirements regarding operations.
21. Attends Friends of the Library meetings and communicates as needed to request funds for library services and events.
22. Works harmoniously with and utilizes the services and consultants provided by the Berks County Public Library System, the Reading District Library Center.
23. Performs other duties as assigned by the Library Board of Trustees within the context of the position of Library Director.
24. Represents the Library through interactions with media outlets, community leaders and their organizations, municipal administrators, regulators, other libraries, civic organizations, and the general public.
25. Maintains a working knowledge of existing and developing technologies in the public library setting. Provides technology overviews and cost-benefit analyses to the Board of Directors, as appropriate.

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## Professional Demeanor

- Great willingness to provide quality library service to a diverse community in the service area.
- Displays a friendly, tactful, and courteous attitude.
- Demonstrates commitment to inclusion and diversity through both letter and spirit in policies, procedures, and interactions with all stakeholders.
- Creates good will and works effectively with local officials, staff, community leaders, and the public.
- Indicates interest in continuing education and staff development.

## Required Knowledge, Skills and Abilities

- A broad understanding of library services, organization, administration, and finance.
- Ability to work independently, receiving only general instruction from the Library Board of Trustees.
- Ability to use and troubleshoot computers, printers, copiers, FAX machine, telephones, e-readers, etc. Knowledge of library computer applications, internet, ACCESS PA, Power Library and databases provided by District Library Center.
- Comfort with web editing and social media platforms.
- Adheres to System Requirements for Member Libraries within the Berks County Public Libraries.

## Qualifications

- PA Criminal Background Check, Childline Child Abuse Clearance, FBI Criminal Background Check, and Mandated Reporting are required.
- Valid driver's license and reliable transportation are required.
- Two years of college education minimum (including nine credits in library science from an accredited institution) are required.
- Minimum certification by the Pennsylvania Department of Education as Library Assistant is required, Provisional Librarian certification preferred.

## To Apply

**Please deliver or send your resume and three professional references to:**

Robesonia Community Library  
Attn: Personnel  
75-A South Brooke Street Robesonia, PA 19551

or email [robesoniac@berks.lib.pa.us](mailto:robesoniac@berks.lib.pa.us)

**The salary is \$28,000 per year and the position will remain open until filled.**

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