



75-A South Brooke Street
Robesonia, PA 19551

September 2024

The Robesonia Community Library is searching for its next Library Director. Applications will be accepted on a rolling basis until the position is filled. Salary: \$21.50 an hour, 20-30 hours a week, paid vacation, and holidays. The library is part of the Berks County Public Library System and serves residents in Robesonia Borough, North Heidelberg Township, and Heidelberg Township.

This position offers promise as a desirable, safe, and emotionally rewarding career. Experience or education in Library Science is desirable but candidates of any background will be considered. Reporting directly to the Robesonia Library Board of Trustees, 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 and personnel
- Recruiting, hiring, supervision, training, and evaluation of library personnel
- Coordination and correspondence with the County library system
- Promotions and public relations
- Grant writing and fundraising
- Program planning and coordination
- Managing acquisitions and inventory
- Budget management
- Patron services

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

The position requires PA State Police Criminal History Clearance, PA Child Abuse History Clearance, FBI Criminal Background Check, Mandated Reporting, valid driver's license, reliable transportation, and two years of college education minimum. While nine credits in library science from an accredited institution is required to obtain Library Assistant certification by the Pennsylvania Department of Education, candidates without a full nine credits in library science are invited to apply. Upon completion of two years of adequate service in the Director's role, the library will reimburse successfully completed, required credits taken through an accredited institution.

Full position description is available upon request. Applicants should apply by sending a resume, cover letter, and three professional references via email to: rclbot2024@gmail.com. Applicants will be contacted via email if selected for an interview.