

## **Posted on behalf of the Sinking Spring Public Library Board of Trustees:**

The Sinking Spring Public Library, a member of the Berks County Public Library System, seeks a dynamic, innovative, Library Director to serve the Borough of Sinking Spring's residents. This full-time exempt position consists of 40 hours per week, including evenings and weekends as needed.

Responsibilities include, but are not limited to:

- Fostering awareness and support for the library
- Providing library services that meet community needs
- Working effectively with the Board of Trustees, Borough staff, and Friends of the Library
- Managing and supervising library staff and volunteers

Minimum certification required to be considered for this position:

- Provisional Librarian certification is **required** (Bachelor's degree including 12 credits in library science from a 4-year accredited college or university)
- Professional Librarian certification is **preferred** (Bachelor's degree from a 4-year accredited college or university **and** a masters in library science in an ALA accredited program from an accredited college or university)
- FBI and PA Criminal Background Checks and Pa Child Abuse History Clearance must be completed prior to first day of employment
- Valid Pennsylvania Driver's License is required

Starting salary is \$35,000 and is negotiable dependent upon qualifications. Benefits include health insurance, prescription, vision, and dental coverage. The Borough also provides life insurance and disability insurance coverage for its employees. Paid vacation, sick, and personal days, paid holidays, and a pension program are also provided.

See the attached job description for more information.

**Candidates should apply by Friday, January 22, 2021 with a cover letter, resume, and three professional references emailed to Tracy Peterson, Sinking Spring Public Library Board Chair:**  
[tpeterson@sinkingspringboro.org](mailto:tpeterson@sinkingspringboro.org)

**Job Title:** Library Director, Sinking Spring Public Library

**Reports To:** Board of Trustees, Sinking Spring Public Library

**FSLA Status:** Full-time Exempt

**Date Prepared:** December 2020

**Approval Date:** 12.14.2020

### **SUMMARY**

Under the supervision of the Sinking Spring Public Library Board of Trustees, the Library Director is responsible for the daily operations of Sinking Spring Public Library. This position is responsible for fostering awareness and support for the library, providing library services that meet community needs, working effectively with the Board of Trustees, Borough staff, and Friends of the Library, as well as managing and supervising library staff and volunteers.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Directs and manages the operation of a small public library, applying knowledge of contemporary library principles, policies, and procedures and of library resources, technology and best practices.
- Collection development activities in collaboration with youth services staff
- Creates and provides library programming in collaboration with youth services staff
- Develops and recommends policies in collaboration with the Board of Trustees
- Develops annual budget in collaboration with the Board of Trustees for submission to Borough Manager
- Grant writing and fundraising activities in collaboration with the Board of Trustees and Friends of the Library
- Participate in continuing education opportunities and meet standards set by Berks County Public Libraries and the Office of Commonwealth Libraries.
- Complete and submit required reporting accurately and in a timely manner to Berks County Public Libraries and the Office of Commonwealth Libraries.
- Lead and participate effectively in all types of meetings, hosted by a variety of organizations
- Attend monthly Board of Trustees meetings and provide written reports as required by the Board
- Attend Friends of the Library meetings

### **SUPERVISORY RESPONSIBILITIES**

- Oversee recruitment, supervision and evaluation of library personnel in accordance with the general policies established and approved by the Board of Trustees.
- Instruct and train other staff in methods and procedures.
- Schedules all library staff and volunteers
- Oversee passport services provided by the library and serve as a passport agent as needed.

### **KNOWLEDGE & SKILLS REQUIRED**

- Interact effectively with the Board of Trustees, elected officials, staff, and the public.
- Understand and interpret budgets and financial reports.
- Apply strategic planning and other techniques to determine service needs and evaluate performance.
- Demonstrate and apply state and federal laws and regulations pertaining to public libraries.
- Communicate effectively in both written and oral methods.
- Comprehend and prepare reports for a variety of audiences.

- Define and solve problems effectively, consulting the Borough Manager and/or Board of Trustees as needed.
- Demonstrate self-control, good judgement, and flexibility in adapting to varying situations and/or stressful environments.
- Establish priorities and oversee effective and efficient implementation.
- Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **EDUCATION and/or EXPERIENCE**

- Provisional Librarian certification is required (Bachelor's degree including 12 credits in library science from a 4-year accredited college or university)
- Professional Librarian certification is preferred (Bachelor's degree from a 4-year accredited college or university and a masters in library science in an ALA accredited program from an accredited college or university)
- FBI and PA Criminal Background Checks and Pa Child Abuse History Clearance must be completed prior to first day of employment.
- A valid Pennsylvania driver's license is required.

### **PHYSICAL ENVIRONMENT**

- The duties of this job include physical activities such as reaching, standing, walking, keying, grasping, talking, hearing/listening, seeing/observing, repetitive motions, climbing, pushing, pulling, stooping, and crouching. The physical requirements for this position are sedentary to light work with medium work happening less frequently.
- Ability to work productively in an office setting or remotely. This position will primarily work in office space provided at Sinking Spring Public Library, but there may be times the position is required to work remotely.

### **WORK ENVIRONMENT**

The work environment may include some or all of the following:

- Ability to work with distractions such as telephone calls and other disturbances.
- Ability to work under time pressures such as frequent rushed tasks and urgent deadlines.
- Ability to deal with unpleasant social situations such as irate individuals.
- It is often necessary to attend meetings or functions offsite.