

Assistant Director

Spring Township Library Association is seeking a friendly, people-oriented professional to manage our well-trained dedicated staff. Successful candidate is enthusiastic, community minded and dedicated to providing the community with the resources and programming they deserve.

Position Highlights

The Assistant Director is responsible for the administration of all library functions of the West Lawn-Wyomissing Hills Library. Coordinating with the Spring Township Library Director and the STLA Board, the Assistant Director fulfills the following responsibilities within the goals and policies established by the Board of Directors.

Duties include but are not limited to the following:

- Managing the day-to-day operation of the library including financial functions, training and supervising staff and volunteers, hiring and evaluating staff in consultation with the Director.
- Coordinating with the Director, Youth Librarian and the Community Relations Coordinator on the development and promotion of library services and innovative programs and events for children, teens and adults. Evaluating the effectiveness of library services in relation to changing needs of the community with the goal of increasing attendance and circulation.
- Maintaining complete and accurate records and assisting in the preparation of library reports for the Board, BCPL System and the Commonwealth of PA.
- Managing the library's collection of print, audiovisual, and other materials including selection, display and weeding, providing reference services and overseeing interlibrary loans.
- Attending monthly meetings of the Board of Directors, the Berks County Public Library System and others as requested by the Board.

Qualifications

- Bachelor's degree (Library Science preferred) with five years library experience.
- FBI and PA Criminal Background Checks and Pa Child Abuse History Clearance
- Strong interpersonal skills

The position is approximately 30 hours per week including evening and Saturday hours as needed.

Starting rate: \$14.50 per hour increasing to \$15.00 per hour after successful 90-day period.

Benefits: paid vacation time after one year.

Please submit cover letter, resume, and references to:

Barb Kline, Director
Spring Township Library
78C Commerce Drive
Wyomissing, PA 19610
springtwp@berks.lib.pa.us

Resumes accepted until the position is filled.

Spring Township Library is an Equal Opportunity Employer (EOE).

