



**Position: Library Director**

**Posting Date: April 4, 2025**

**Reports to: WPL Board of Trustees**

The Wernersville Public Library, located in Western Berks County Pennsylvania, is seeking a dynamic, community-minded leader for the position of Library Director. The Library serves a diverse population South Heidelberg Township, Lower Heidelberg Township, and the Borough of Wernersville in the Conrad Weiser Area School District, Wilson School District and nearby areas. It is a member of the Berks County Library System.

**Position Summary:** The library director plans, organizes, directs, evaluates, and reviews the library resources, and programs to respond to the needs of the community. Duties include preparing and implementing the library's short and long term goals; developing and monitoring budget resources; community outreach; and supervising staff and services. This is carried out under executive direction of the Library Board, in accordance with Board policies and objectives.

**Job Requirements:**

- Master's degree in Library Science, preferably from ALA accredited program
- Public Library Certification as a professional librarian from the Pennsylvania Department of Education
- FBI and PA Criminal Background Checks and PA Child Abuse History Clearance
- Preferred three years of progressive library experience
- Demonstrated, successful leadership role in a community, or not-for-profit organization
- Non-profit fundraising, development and grant writing experience
- Interpersonal skills to collaborate with various internal and external groups
- Strong oral and written communication skills

**Essential Functions:**

- Manage the day-to-day operation of the Library
  - lead, develop, administer and coordinate the work of the Library staff
  - perform managerial duties related to personnel, budget, payroll and benefits, collection development, and building maintenance
  - work with staff to present a broad range of activities for children, teens and adults
  - prepare all required County and State reports

- Collaborate with the Board of Trustees
  - identify, review and fulfill the mission, vision and values of the Library
  - evaluate Library performance and effectiveness
  - develop, review and implement library policies and procedures
  - review, revise and implement the strategic plan as needed
  - monitor, identify and address relevant financial, operational, staffing and facility matters
  
- Develop and maintain relationships with the community, including local governments, businesses, schools, community service organizations, Friends of Wernersville Public Library and the Berks County Library System
  - represent the Library at monthly township meetings and workshops
  - attend community events

**Anticipated Hiring Range: \$48,000 - \$52,000 per year**

Send letter of interest and resume to:

Sarah Evans  
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