

## **Womelsdorf Community Library**

## **Job Description**

**Job Title:** Library Director, Womelsdorf Community Library

**Reports To:** Board of Trustees, Womelsdorf Community Library

**FLSA Status:** Non-Exempt

**Date Prepared:** July 2021

**Approval Date:** July 15, 2021

The Womelsdorf Community Library of Womelsdorf, PA, is seeking a passionate, creative, and organized individual to serve as its new Library Director.

We are a charming community-driven library nestled in the heart of Womelsdorf Borough. This community is centrally located between Reading and Lebanon, making it an ideal stop for patrons of both Berks and Lebanon Counties. Though small, we are mighty, serving over twenty thousand patrons every year with our passion for literacy and our dedication to life-long learning.

The Library Director works 30 hours per week with a minimum of 20 hours completed in the library. An hourly range of \$14-\$16/hour based on qualifications and experience.

### **Summary of Position**

The Library Director is responsible for the administration of all library functions within the goals and policies established by the Library Board. The ideal candidate will be a dedicated leader who possesses strong organizational and project management skills and has current knowledge of the principles and practices of professional library management.

Duties will 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; scheduling staff and volunteers, developing staff job descriptions; recommending and administering personnel policies; hiring, evaluating, promoting and terminating staff in consultation with the Board; and developing staff policies to be enacted with the approval of the Board.
- Overseeing 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.
- Serving as a community liaison by maintaining communications with local groups and community leaders.
- Preparing an annual budget in consultation with the Board. Applying for and administering grants to supplement the budget and assisting with fundraising activities in collaboration with the Board, and Friends of the Library.
- Maintaining complete and accurate records and preparing all library reports for the Board, the System and the State on time.
- Managing the library's collection of print, audiovisual, and digital items, including selection, display and weeding, providing reference services and overseeing interlibrary loans.

- Attending monthly meetings of the Board and provide written reports as required.
- Attend other meetings such as, the Berks County Public Library System, and routinely attend Friends of the Library, and Borough meetings.
- Staying active professionally by attending training workshops and local, state, and national conferences when possible (10 Continuing Education Credits Required Yearly).

### **Knowledge, Skills, and Abilities**

- Communicate effectively in both written and oral methods.
- Apply strategic planning and other techniques to determine service needs and evaluate performance.
- Interact effectively with the Board of Trustees, elected officials, staff, and the public.
- Comprehend and prepare reports for a variety of audiences.
- Define and solve problems effectively, consulting the Board of Trustees as needed.
- Demonstrate self-control, good judgment, and flexibility in adapting to varying situations and/or stressful environments.
- Knowledge of computers and the Internet, especially integrated library systems software, Microsoft Office, and similar software programs.
- Ability to effectively use digital marketing techniques.
- Demonstrate strong time management skills.

The essential functions or duties listed above are intended only as illustration of various types of work that may be performed and are representative of those that must be met by an employee to successfully perform the essential functions of the job. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

### **Qualifications**

**Preferred:** Professional Librarian certification- Bachelor's degree from a 4-year college or university, and master's degree in library science.

**Will also consider:** Library assistant certification- Have completed at least 2 academic years of college and 9 credit hours of library science courses, or in the process of completing the library science credits.

**Required:** FBI and PA Criminal Background Checks, Pa Child Abuse History Clearance, and a valid PA driver's license.

- Management Experience – 2 years preferred
- Position requires a variety of day, evening, and weekend hours.

**Applications will be accepted until the position is filled.**

**E-mail a resume, cover letter, and three professional references to:**

[womelsdorflibraryboard@gmail.com](mailto:womelsdorflibraryboard@gmail.com) with the subject: Library Director Application