

Exeter Community Library
4569 Prestwick Avenue
Reading, PA 19606

Position: Library Executive Director (Full Time)

Posting Date: 05/22/2023

Reports to: ECL Board of Trustees

Diverse multi-municipality population southeast of Reading in Exeter Township, PA, seeks a friendly, people-oriented professional for the position of Executive Director. Efficient, self-reliant staff and an enthusiastic Board await the leadership of a community-minded and customer service-oriented individual who will bring a passion for public libraries and the energy to envision new possibilities for the library.

The Exeter Community Library serves upwards of 100,000 patrons per year and is an independent member of the federated Berks County Library System. The mission of the library is to provide an interactive, community-centered space in which to share resources that enhance the cultural, social, and intellectual lives of its diverse population.

Summary of Job Description:

The Executive Director serves as the CEO of the Library and is responsible for the administration of all library functions within the goals and policies established by the Board of Trustees. The ideal candidate will be a forward-thinking leader who possesses strong organizational and project management skills, has experience and facility with library automation systems and database searching, 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 (in coordination with the volunteer coordinator); developing staff job descriptions; recommending and administering personnel policies; hiring, evaluating, promoting, and terminating staff in consultation with the Board of Trustees; and establishing and maintaining a staff manual of library procedures in cooperation with the Director of Library Operations (DofLO).
- Overseeing the development and promotion of library services, innovative programs, and events for children, teens, and adults in conjunction with the DofLO, Children's Librarian, and the Adult Program Coordinator. Evaluating, in consultation with the DofLO, the effectiveness of library services in relation to changing needs of the community, with the goal of increasing attendance and circulation. Creating and implementing a long-range plan for the organization reflecting financial realities, population fluctuations, and other relevant factors with the DofLO.
- Serving as a community liaison by maintaining communications and building relationships with local groups and community leaders.
- Preparing an annual budget in collaboration with the Board and presenting it to the Township Board of Supervisors. Applying for and administering grants in collaboration with the Board to supplement the budget and to fund special projects. Working with the independent auditor to compile an audit report that complies with applicable accounting standards.

- Maintaining complete and accurate records and preparing all library reports for the Board, the Berks County Public Library System, and the State.
- Managing the library's collection of print, audiovisual, and digital items, including selection, display and weeding; providing reference services with an eye to inclusion, equity, and diversity.
- Attending monthly meetings of the Board of Trustees, all regular meetings of the Berks County Public Library System/Reading Library District, and others as requested by the Board, including Board of Trustees sub-committee meetings; Friends of the ECL Board meetings; Exeter Township Supervisors meetings, and others as necessary. Planning and conducting regular staff meetings and attending in-house meetings as required.
- Ensuring the maintenance of the building and grounds and that necessary work is carried out in a timely manner.
- Staying informed regarding local and national issues that impact public libraries and developing plans in cooperation with the Board of Trustees to address incidents that may arise.
- Ensure the Library complies with all applicable Federal and State regulations, that it meets or exceeds Pennsylvania Standards as a local library, that it adheres to "Best Practices" as recognized by relevant professional organizations, and continues to meet the criteria for PA Forward "Gold Level Star" Library. Providing necessary documents and reports to maintain membership in the county library association and eligibility for state aid and county funds.
- Staying active professionally by attending training workshops and local, state, and national conferences when possible.
- Responding to inquiries, complaints, and/or grievances in a timely and professional manner.
- Working such hours and days as are necessary to carry out job responsibilities, with ability and willingness to maintain a flexible schedule. Intermittent travel to other libraries and outreach locations as required.
- Possessing thorough knowledge of public relations principles and practices. Working knowledge of social media resources.
- Organizing and prioritizing work load efficiently; with ability to multi-task and meet deadlines with attention to detail and effectively to work under stressful conditions with frequent interruptions.
- Possession of a valid driver's license.

Qualifications:

- Master's degree in Library Science from an accredited institution. (Will consider Bachelor level candidate pursuing M.L.S.)
- FBI and PA Criminal Background Checks and PA Child Abuse History Clearance
- Widespread knowledge of library principles, methods, materials, and practices of library science and library administration. Knowledge of emerging technologies and their application to libraries. Ability to analyze and develop solutions for complex professional, technical, and administrative problems.

- Excellent customer service skills. Strong interpersonal skills. Strong verbal and written skills. Ability to plan, direct, and supervise the work of staff.
- The position is 40 hours per week (or the equivalent of, with flexibility for library needs, activities, and meetings).
- Generous vacation policy

Experience:

- 5 years of relevant professional experience in a library
- 3 years of supervisory experience in a library

Salary:

\$50,000-\$60,000 per year, commensurate with experience

Trial Period:

New employee shall be considered on a trial period for 90 days. Should the Board of Trustees wish to terminate the employee during the trial period, they may do so with Board approval. A performance review of the employee's work will be conducted during or at the end of the trial period.

To apply, please forward cover letter, resume, and three professional references to: Nancy Russo, Director of Library Operations nancy.russo@exeterlibrary.org. No phone calls or hard copies will be accepted.

The Exeter Community Library provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.