



**Sinking Spring Public Library  
Library Director  
Job Description**

**Job Title:** Library Director

**Reports To:** Borough Manager, Sinking Spring Library Board

**FLSA Status:** Non-Exempt, hourly

**Date Prepared:** October 7, 2021

**SUMMARY**

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

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Directs and manages the operations of the library, applying knowledge of contemporary library principles, policies, and procedures and the 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 Library Board for submission to the Borough Manager.
- Grant writing and fundraising activities in collaboration with the Library Board and Friends of the Library.
- Complete and submit all required reporting accurately and in a timely manner to the 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 Library Board meetings and provide written reports as required by the Board.
- Attend Friends of the Library meetings.

**SUPERVISORY RESPONSIBILITIES**

- Oversees recruitment, supervision and evaluation of library personnel in accordance with policies by the Borough and the Library Board.
- Instruct and train staff in methods and procedures.
- Schedule all library staff and volunteers.
- Oversee passport services provided by the library and serve as a passport agent, as needed.

### **KNOWLEDGE AND SKILLS REQUIRED**

- Interact effectively with Library Board, Borough Staff, Library Staff, and the general public.
- Understand and interpret budgets and financial reports.
- Apply strategic planning and other techniques to determine service needs and evaluate performance.
- Ability to multi-task, fulfill job responsibilities in a fast-paced environment and with multi-faceted workload.
- Communicate effectively in both written and oral methods.
- Define and solve problems effectively, consulting the Borough Manager as needed.
- Demonstrate self-control, good judgement and flexibility in adapting to varying situations 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**

- High School diploma or its equivalent
- Provisional Librarian certification is required (Bachelor's degree including 12 credits in Library Science from a 4-year accredited college or university).
- Professional Library 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.
- Must have a valid PA Drivers License.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- 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. The employee frequently is required to walk, sit, talk or listen to others for prolonged periods during the workday.
- Ability to work productively in an office setting or remotely. This position will primarily work in office space provided at the 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 or 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.