



Email resume and 3 references to: dllib@yorklibraries.org

Or send to: Dillsburg Library Board, 204 A Mumper Lane, Dillsburg, PA 17019

Closing Date: Monday, April 24

JOB ANNOUNCEMENT

POSITION INFORMATION

Title: **Library Director**

Location: Dillsburg Area Public Library

Supervisor: Dillsburg Library Board

Classifications: Part-Time

Hours: 30 hours per week

Schedule: Tuesday evening, and as needed, which may include weekends and evenings.

GENERAL DESCRIPTION

The Library Director supports the Library's mission, goals, and strategic plan. The Library Director builds productive relationships, both internally and externally, to achieve the mission and goals of the organization. The Library Director is responsible for the staff, the building, and the operations of the library.

EDUCATION & EXPERIENCE REQUIREMENTS

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- A Master's degree in Library Science from an ALA accredited institution
 - Experience with community outreach
 - Experience managing the daily operations of a library
 - A minimum of two years of supervisory experience, preferred
 - Current PA Child Abuse Clearance; PA Criminal History Check; and FBI Fingerprint Based Record Check.

GENERAL REQUIREMENTS

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- Strong marketing and public relations experience with the ability to effectively interact with a diverse array of individuals, organizations, and community stakeholders
 - Goal oriented, with the ability to make information driven decisions and be accountable for the results
 - Functions as a reliable self-starter, as well as a team player, a leader, and a collaborative partner
 - Strong relationship building and community engagement skills to facilitate resource development
 - Ability to determine strategies to move the organization forward, set goals (short and long term), create and implement action plans, and evaluate the process and the results
 - Excellent organizational skills, as well as verbal and written communications
 - Ability to deliver effective presentations to boards, donors, and community organizations
 - Knowledge of and prior experience with grant writing
 - Knowledge of and prior experience with collection development
 - Strong computer knowledge and database skills

PHYSICAL REQUIREMENTS

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- Must be able to lift up to 30 pounds from ground level to waist level and be able to bend, squat, and kneel occasionally throughout work shift.
 - Must be able to push/pull carts weighing up to 120 pounds.
 - Must be able to reach, lift, and stretch throughout the workday.
 - Must be able to stand and/or walk up to four hours at a time.
 - Must be able to sit for up to four hours at a time

DUTIES AND RESPONSIBILITIES

- Works with Board of Directors to update, implement, and maintain a vision and strategic plan for the library
- Networks and builds relationships with community organizations, programs, and events that provide a forum for sharing the library mission.
- Promotes library services and resources, and ensures policies and procedures are followed.
- Manages and supervises all aspects of the library's operation:
 - Collection selection and maintenance
 - Program development, implementation and evaluation
 - Training evaluation, scheduling and retention of staff and volunteers
 - Weekly finances, maintaining expenses within approved budget lines
 - Marketing and community outreach
 - Building maintenance
 - Safety and security
- Attends and represents the library at meetings, including Board of Directors, community organizations, local boroughs and townships, and York County Library System (YCLS).
- Prepares reports and presentations as required by the Board of Directors, YCLS and the Office of Commonwealth Libraries
- Works with the Board of Directors to develop and establish library policy and operational procedures
- Promotes a positive, cooperative, and flexible environment that is open to change and new ideas
- Engages library staff to create a harmonious and productive team environment
- Stays abreast of technology in order to work with databases, information systems and social media.
- Other duties as requested

ADDITIONAL INFORMATION

Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance
<https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record <https://epatch.state.pa.us/>
- Federal Criminal History Record
https://www.pa.cogentid.com/index_dpwNew.htm

York County Library System supports workplace diversity and is proud to be an Equal Opportunity Employer.

If this position matches your interests and qualifications,

Email resume and 3 references to: dllib@yorklibraries.org and indicate **Library Director Position** in the subject line

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