Position Title: Library Director

Salary range starts at $35,000 and is commensurate based on experience. Benefits include:
- Paid time off.
- Holidays.

Reports to: Board of Directors

Job Function: Plans, manages, and directs the operations, programs, services, and personnel of the Hellertown Area Library. This is a hands-on library director position.

Essential Duties:

Administration
- Participates in the development of budgets. Directs and monitors the administration of the budget and authorizes expenditure. Oversees annual audit process.
- Oversees hiring, payroll processing, scheduling, training, supervision, evaluation, professional development, disciplinary actions, and enforcement of personnel policies. Maintains personnel files.
- Participates in meetings at the District Library Center.
- Produces and submits mandatory reports to the Office of Commonwealth Libraries in a timely manner.

Library Service and Operations
- Oversees and directs the library’s operations, including public services, technology, administration, marketing and facility management.
- Ensures the delivery of high-quality library programs and services to the community.
- Oversees maintenance of the library’s collection, develops policies in relation to the selection and purchase of all library materials.
- Orders all materials for adult collection.
- Responds to inquiries involving library related matters, negotiates and resolves complex, sensitive and/or controversial issues and complaints.
- Ensures policies and services and in compliance with all applicable local, state and federal laws and recommends changes as appropriate.
- Upholds the principles of the Library Bill of Rights and Freedom to Read Statement.
- Coordinates virtual meetings with Board of Directors and other parties.

Community Relations
• Serves as a representative of the library, advocates for library services and funding, and coordinates activities with other agencies, community organizations, municipalities, and the media.
• Interprets and explains library policies, procedures and programs to the public.

Development and Strategic Planning
• Attends monthly board meetings and works in conjunction with the Board of Directors to develop and maintain short and long-term goals for the library. Accurately assesses needs after evaluating data, creates policies and procedures, updates the strategic plan, creates a yearly action plan.
• Advises the Board of Directors of relevant financial, operational, staffing and facility matters. Makes recommendations as needed.
• Meets state standards for continuing education.
• Stays abreast of trends and innovations in the field of public library management.
• Pursues revenue streams from supporting municipalities. Investigates additional sources of funding, such as grants, fundraising, Friends group, and community organizations.

Knowledge, Skills, Abilities
• Manages the planning, organization, and administration of a library.
• Skilled in analyzing issues, problem solving, budgeting grant writing, and fundraising.
• Provides advocacy in the community, staff motivation, team building and Board development.
• Demonstrates excellence in communication, including written, verbal listening, and public presentation.
• Understands business and privacy ethics.
• Demonstrates skill in software applications, including but not limited to word processing, spreadsheets, presentation software and databases.
• Embraces emerging technologies and applies them in library settings.
• Establishes and maintains a working relationship with municipal officials, directors, staff, and members of the community.
• Ability to read, understand and interpret library statutes, rules, regulations, policies, procedures, reports and financial documents.
• Ability to focus staff on serving and strengthening library membership.
• Provides a friendly, professional working environment.

Ideal Qualities
• Demonstrates passion for and commitment to the library mission, and ability to articulate that passion and commitment to a variety of audiences including donors, municipal and community leaders, volunteers, staff and the general public.
• Displays intellectual curiosity, creativity, integrity, warmth, unpretentiousness and delight in the work at hand.

Educational Requirements
• Master’s degree in Library and Information Science.
• Professional Librarian Certification from the Pennsylvania Department of Education.

Additional Requirements
• Valid driver’s license or the ability to obtain one prior to starting work.
• This position may require evening and weekend responsibilities.
• Current child abuse clearance, criminal background check and FBI clearance.
• Ability to operate a keyboard, work in a sedentary position, kneel, bend, reach, stand and sit; ability to lift, move and handle up to 25 pounds of library material.
• Other duties as assigned by the Board of Directors.

The Hellertown Area Library is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including gender identity, sexual orientation and pregnancy), age, national origin, disability, genetic information, veteran status or any other category protected by law.

Approved by Board of Directors