



## Job Posting

**Position Title: Library Director**

**Status: Full-time, Exempt**

### **Purpose of Position**

Reporting to and in partnership with the governing Board of Directors, the Library Director, is responsible for the planning, implementation, coordination, monitoring and evaluation of all library functions, services, programs and facilities for the Western Allegheny Community Library (WACL). The Library Director ensures actions are taken based on the Mission and Strategic Plan as established by the Board of Directors.

### **Qualifications**

#### Education/Experience:

- Master's in Library Science from an ALA-accredited institution (or willing to obtain)
- Required 3-5 years of experience in the public library setting with demonstrated administrative and supervisory excellence.

#### Specialized Skills and Competencies:

- Knowledge of the principles and practices of professional public library work.
- Demonstrated strength in communications both oral and written, with presentation skills.
- Extensive knowledge of collection development and principles for public libraries.
- Knowledge of hardware and software systems necessary for operation of the library and management of its resources.
- Ability to communicate the library vision and role in library services to the board, staff, and community in all forms of communication.
- Proficiency in fundraising, development, grant writing, and effective promotion of the library's mission and message.
- The ability to use healthy team-building principles when working with staff, board members, community partners, and volunteers.
- Ability to act as human resource manager to acquire skilled staff and manage staffing goals to meet the demands of directives based on community need and resources.
- Financial management, fiscally responsible habits of implementing a library budget, and ability to offer lucid and accurate reporting to Board of Directors and stakeholders.
- Ability to file all appropriate forms and reports necessary for stakeholders and funding agencies.
- Leadership ability which includes a firm commitment to excellence in services.
- FBI and PA Criminal Background Checks and PA Child Abuse History Clearance.

## **Principal Accountabilities**

### Essential Functions:

- 1. Oversees the administrative operations of the Library, including financial and information systems.**
  - A. Responsible for the sound fiscal management of the Library including budget preparation and monitoring of fiscal operations.
  - B. Ensures that appropriate financial systems and reporting are in place and that internal controls are adequate.
  - C. Ensures that information systems are current and integrated properly to adequately meet the needs of Library.
  - D. Ensures that facilities are appropriately maintained and that a safety program is in place.
  
- 2. Ensures high quality service delivery.**
  - A. Oversees all aspects of library collection development including selection, acquisition and maintenance.
  - B. Oversees accurate patron records and databases, distribution of fine notices, and interprets patron policies for staff.
  - C. Makes recommendations to the board for policy changes when needed.
  - D. Evaluates the effectiveness of the library's services in relation to the changing needs of the community.
  - E. Creates and updates day-to-day procedures for staff and volunteers.
  - F. Responds to patron and staff suggestions and resolves complaints as needed.
  
- 3. Implements an effective fundraising/communication/public relations program that projects a positive image of the Library and meets development goals.**
  - A. Oversees communications to media of all forms to promote the library, increase visibility and keep the community informed of activities.
  - B. Achieves annual fundraising objectives, including ensuring that annual appeals, capital and major gifts campaigns are implemented as needed.
  - C. Markets Library products and services through speaking engagements, public relations efforts and other "visible" avenues.
  
- 4. Maintains a qualified workforce with a high level of employee engagement.**
  - A. Responsible for hiring, training and evaluation of all staff
  - B. Orchestrates the organizational development and professional development for the library and staff.
  - C. Responsible for implementing disciplinary action and termination of staff as necessary.
  - D. Encourages open communication at all levels within the organization. Attends to staff concerns raised through appropriate channels.
  
- 5. Provides creative leadership, vision and overall strategic direction and ensures that strategic plans are developed and implemented.**

- A. With an appropriate level of input from various stakeholders, works with staff and board to develop a strategic plan.
- B. Keeps apprised of industry trends and provides leadership in exploring and pursuing opportunities that respond to existing or emerging needs.

**6. Supports the Board of Directors in its responsibility to govern the organization.**

- A. Assists with the planning and administration of board meetings and acts as a resource person to the Board.
- B. Keeps the Board apprised of critical issues impacting the Library.
- C. Takes a lead role in the orientation of new Board members.
- D. Creates and updates policies for consideration by the WACL Board of Directors and administers all Board policies.

**7. Demonstrates strong leadership qualities and is a leader in the community.**

- A. Participates with appropriate community, regional or state boards and committees to achieve strategic goals and objectives.
- B. Stays abreast of local, regional, state, and federal issues impacting populations served.
- C. Maintains positive professional relationships with clients, referral sources, corporations/funders, community groups and other community service providers.
- D. Collaborate with local school districts, nonprofits and other partners to meet community needs.

**8. Adheres to the library's mission, vision and values.**

- A. Conducts self in a manner that respects clients and staff.
- B. Ensures that services are flexible, responsive and meet the changing needs of the community.

**9. Demonstrates commitment to ongoing professional growth.**

- A. Pursues professional development opportunities to broaden knowledge base and understanding of leadership and administrative best practices.

**10. Performs other duties as required.**

**Compensation**

Western Allegheny Community Library is pleased to offer a competitive and comprehensive compensation package including paid time off and health and dental benefits. The salary range is \$62,400 - \$79,040, depending on the skills and experience of the candidate.

*Western Allegheny Community Library is an equal opportunity employer, committed to a diverse and inclusive workplace. WACL invites individuals from all backgrounds to apply.*

**To Apply**

Please send resume and cover letter, highlighting your commitment to developing relationships within the community, and three professional references to the Board of Directors via Amy McDonald at [mcdonalda@einetwork.net](mailto:mcdonalda@einetwork.net).