

Title: Library Director
Supervisor: Tyrone-Snyder Public Library Board of Trustees
Location: Tyrone-Snyder Public Library (Tyrone, PA)
Classifications: Full-Time
Hours: 40 hours/week
Schedule: Varies, 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 operations of the library.

EDUCATION & EXPERIENCE REQUIREMENTS

- A Master's degree in Library Science from an ALA accredited institution desired, Bachelor's degree and library science coursework or experience required
- Experience with community outreach
- Experience managing the daily operations of a library
- A minimum of two years of supervisory experience is preferred
- Successful candidate will need to acquire the following Clearances, Certifications and Background Checks: PA Child Abuse Clearance, PA Criminal History Check, FBI Fingerprint Based Record Check and Mandated Reporter Training Certificate, PA Library Assistant Certification

GENERAL REQUIREMENTS

- 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 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
- Strong computer knowledge, and database skills

PHYSICAL REQUIREMENTS

- 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 work day.
- 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.
- Leads staff in developing "Beyond the Library "by focusing on community outreach and initiatives, runs timely meetings with staff to facilitate this goal.
- Networks and builds relationships with community organizations, programs, and events that provide a forum for sharing the library mission.
- Build partnerships in the community by establishing relationships with current and potential funders, local politicians, and community leaders; advocates on behalf of the library.

- Facilitates local revenue generating and fundraising activities to support existing program operations and building needs.
- Builds, implements and evaluates a marketing plan to highlight programs and services to the community (including increased web presence) with the goal of creating a stronger brand.
- 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
 - Budgeting reviews annual expenditures, builds draft of yearly budget (with finance committee), maintains expenses within approved budget lines.
 - Marketing and community outreach
 - Building maintenance
 - Safety and security
- Attends and represents the library at meetings, including BCLS, Board of Directors, community organizations (Chamber of Commerce, School District), and local boroughs and townships
- Prepares reports and presentations as required by the Board of Directors, Blair County Library System and the Office of Commonwealth Libraries
- Works with the Board of Directors and Blair County Library System to develop and establish library policy and operational procedures
- Communicates and enforces system wide customer service standards
- Promotes a positive, cooperative, and flexible environment that is open to change and new idea
- Engages library staff to create a harmonious and productive team environment
- 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
- Mandated Reporter Training Certificate <https://www.reportabusepa.pitt.edu>

Required Certification:

If offered the position, the offer will be contingent upon the candidate meeting the requirements for and registering as a Library Assistant with the Pennsylvania Department of Education within 1 year of start date. More information is available at

<http://www.statelibrary.pa.gov/Libraries/LawsRegulations/LibrarianCertification/Pages/default.aspx>

Benefits Offered, once eligibility periods are met:

- Insurance Benefits: Medical
- Paid Time Off: Includes Holidays, Vacation, Sick & Personal

Tyrone-Snyder Public Library supports workplace diversity and is proud to be an Equal Opportunity Employer