

# York County Library System

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## Job Description

**Title:** Library Director

**Department:** Arthur Hufnagel Public Library of Glen Rock

**Supervisor:** Director of Library Relations

**Individuals Supervised:** 3 paid staff and volunteers

**Job Type:** Part-time (20- 28 hours weekly)

**Schedule:** To be determined

### Specific Education and Experience Requirements:

Position requires a Bachelor's degree from an accredited institution, plus 9 credit hours in Library Science for work as a provisional librarian.

Comprehensive knowledge of library operations, services and aims is required.

Extensive computer and Internet experience is necessary including performing effective searches, using integrated library systems and Microsoft software, as well as applying successful technological solutions to problems and processes.

Experience that includes performing customer service duties and administrative tasks such as supervising and training staff, analyzing statistics, special events planning, and preparing communication pieces is required. An understanding of board relations, fundraising and volunteer recruitment and management are necessary.

You must complete a criminal background check and a PA child abuse history clearance.

**General and Physical Requirements:** This is an administrative position responsible for all library functions within the framework of the library's strategic plan, policies and budget; Must thrive in a team environment both as a player and a coach and serve as a collaborative partner as part of a countywide system of libraries who work together to offer services; Must enjoy working with the public, community networking, and providing excellent customer service to a diverse population. This position requires someone with solid leadership and strategic capabilities that include: leading through vision and values, making information-driven decisions, building collaborative work relationships and ensuring accountability for results. It is important that the candidate be reliable, a self-starter, and able to handle a variety of tasks.

### Duties and Responsibilities:

- 1) Work with the Board of Directors and library staff to establish and achieve annual operating and strategic goals.
- 2) Manage the daily operations of the Library. Enforce rules and policies and develop procedures for the improvement of services.
- 3) Supervise, train, and prepare work schedules for staff and volunteers. You will be expected to formally evaluate each staff member at least once each year.
- 4) Prepare financial reports required by YCLS and annual reports required by Commonwealth Libraries.
- 5) Coordinate programs and develop new services to encourage the use of the library and its materials.
- 6) Promote services directly to the public and through collaborative efforts with other organizations. This includes developing plans, preparing materials, using the library's website and participating in meetings.
- 7) Select, merchandise, and evaluate the use of materials.
- 8) Attend and contribute in countywide library meetings, Board of Director meetings and/or Friends meetings.
- 9) Share and uphold system wide customer service standards with staff and volunteers.

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Employee Signature

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Date

Last revised: 9/6/2014; 9/16/2014