



JOB ANNOUNCEMENT

POSITION INFORMATION

Title:	Library Director	Supervisor:	Vice President of Library Relations
Location:	Arthur Hufnagel Public Library of Glen Rock	Classification:	Part-Time/FLSA Non-Exempt
Department:	Glen Rock	Hours:	25-29 Hours per week
Schedule:	Monday - Thursday, with occasional evenings and weekends		

GENERAL DESCRIPTION

Under direction of the Board of Directors and the supervision of the Vice President of YCLS, the Library Director is responsible for the daily operations of the Library. The Library Director supports York County Library System and the Public Library of Glen Rock's mission, goals, and strategic plan. To achieve these goals, the Library Director will build effective relationships, both internally and externally.

EDUCATION & EXPERIENCE REQUIREMENTS

- Pennsylvania Public Library Certification or ability to obtain the Certification
 - A minimum of 2 academic years of college education from an accredited institution required.
 - A minimum of 9 credit hours in library service from an accredited institution required.
- Bachelor's degree preferred.
- A minimum of two years of experience in a public library required, supervisory experience preferred.
- Experience with York County and York County Library System preferred.
- Current Child Abuse Clearance; PA Criminal History Check; FBI fingerprint based record check; and Mandated Reporter Training Certificate is required.

GENERAL REQUIREMENTS

- Knowledge of public library operations, including board relations, fundraising, and volunteer recruitment.
- Excellent communication skills to effectively interact with a diversity of individuals and organizations.
- Create and implement strategies and goals to move the Library forward.
- Experience with team environments is required, as well as the ability to be a self-starter and work independently.
- Strong computer skills are necessary, as well as the ability to successfully apply technological solutions to problems and processes.
- Ability to deliver effective presentations to boards and community forums, to think creatively and strategically, and to facilitate productive relationships in the York County Library System.
- Goal oriented, with ability to make information driven decision and be accountable for the results.
- Strong relationship building and community engagement skills to facilitate resource development.
- Ability to set goals (short term and long term); create and implement action plans; and evaluate the process and results.
- Familiarity with grant writing.

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 the Board of Directors, York County Library System, and Library staff to establish and achieve operating and strategic goals.
- Manage the daily operations of the Library.
- Supervises, trains, and evaluates the performance of library staff.

- Makes recommendations on expenditure of department fund allocations within the constraints of approved budgets.
- Assists in fundraising.
- Supervises and evaluates library services and programming, making necessary changes in those services to keep current with needs and demands of the community.
- Enforces and improves operational procedures with approval and guidance from the Board of Directors and Vice President of Library Relations.
- Ensures that customer service standards are met; handles customer feedback and complaint resolution; and provides customer service as needed.
- Engages library staff to create a harmonious and productive team environment.
- Supervises collection selection, development, and maintenance.
- Networks and builds relationships with community organizations, programs, and events that provide a forum for sharing the library mission.
- Collects and maintains data; and prepares reports and presentations as requested.
- 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>

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

If this position matches your interests and qualifications, please visit www.yorklibraries.org/apply to complete an employment application.
