

Brownsville Free Public Library
Library Director

Position Description:

Under the direction of the Library Board of Trustees, the Library Director develops, administers, supervises, and coordinates the work of the Library and staff. The Director also performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity of the policies established by the Board of Trustees and the regulations of the Pennsylvania State Library.

Overview of Library/Community:

The Brownsville Free Public Library is a rural public library with a service area of 15,055 residents across seven municipalities, and carries 17,732 items within its collection. In April of 2016 the BFPL joined forces with nineteen other public libraries across Fayette, Greene, and Washington counties to form the WAGGIN OneCard network, which offers our patrons access to each member library's collection, a total of approximately 900,000 items, and a vast array of online resources.

Essential Duties & Responsibilities:

- Recruits, selects, supervises and evaluates library staff
- Maintains an active calendar of events featuring programs for patrons of all ages
- Administers personnel policies and procedures for library employees, including training, development, scheduling, and evaluation, either directly or through appropriate delegation
- Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials
- In conjunction with the Board Treasurer, prepares and presents library budget proposal for approval, and monitors and approves expenditures from the official operating budget
- Confers with the Library Board of Trustees to establish operating policies and to review the library's menu of services
- Develops short-term and long-range goals and plans for collections, services, and programs in keeping with the library's mission statement and operating policies; studies and plans development of library services to meet present and future community needs
- Participates in the planning, organization, and management of technical and automation services for the library
- Maintains knowledge of new developments in the library profession, including technological advances, through professional development opportunities, including but not limited to participation in activities of professional organizations and networks and of the Pennsylvania State Library
- Prepares regular narrative and statistical reports for the Library Board of Trustees, and others as designated
- Assists in preparing meeting agendas and materials and participates in Library Board of Trustees meetings
- Assists in the coordination and implementation of fundraising events

Additional Duties & Responsibilities:

- Regularly attends meetings of both the Washington District Library Center and the Fayette County Library System
- Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups

- Reviews and evaluates the library's services and programs on an annual basis
- Prepares grant requests to state and federal agencies and non-profit foundations, and administers grant funds upon award
- Maintains inventory of department equipment, furniture, and supplies
- Attends conferences, workshops, and meetings and reads professional literature to stay informed on issues related to library management and services
- Performs other duties, as required

Required Knowledge, Skills, and Abilities:

- Thorough knowledge of the principles, theories, objectives, and practices of library management and library science
- Committed to excellence in customer service
- Strong oral and written communications skills
- Ability to work independently
- Ability to prepare administrative reports in a clear, logical manner
- Ability to understand and interpret library policies, procedures, and rules
- Ability to interact courteously and effectively with elected and appointed officials, library staff and volunteers, the library's business contacts, and the general public
- Considerable knowledge of supervision, training, and staff utilization principles
- Ability to initiate, organize, and follow through on programs, services, and projects
- Solid knowledge of current trends and developments in the library profession
- Thorough knowledge of library resources: print, non-print, and electronic
- Knowledge of library automation
- Ability to represent the library at professional and community meetings

Minimum Qualifications:

Master's Degree in Library Science from an ALA-accredited institution OR a Bachelor's Degree with 12 credits (Undergraduate or Graduate level) in Library Science OR a Bachelor's Degree and the willingness to earn 12 credits in Library Science in order to meet the state of Pennsylvania's Director Certification Requirement.

Three years of increasingly responsible experience as a librarian in a public library, including 1 year of supervisory experience is desired.

FBI, PA Criminal History and Child Abuse clearances required.

Salary:

\$26,000/year. The position is 37.5 hours per week. Benefits include: Federal holidays off, 15 paid sick days, one week vacation the first year.

Please submit cover letter, resume, and three references to: **bfplhiringcommittee@gmail.com**