

Library Director

Full time, non-exempt (40 hours a week)

Combination of daylight, evening, and weekend hours

Reports to Crafton Public Library Board of Trustees

Compensation: Starting at \$50,000; paid time off; health, dental, and vision benefits

Responsible for all aspects of the Crafton Public Library including administration, public services, technology, collection, and facilities.

Duties include, but are not limited to:

FINANCE

- Prepare annual budget, adjusting expenses to meet anticipated income
- Approve invoices and code for payment
- Anticipate expenses and ensure that the library stays within budget
- Work with ACLA staff to manage and adjust financial reports as needed
- Manage fundraising activities

STAFF

- Hire, train, supervise and monitor staff
- Model positive customer service ethic
- Establish appropriate service levels and allocate staff resources accordingly
- Resolve staff issues
- Oversee continuing education needs and opportunities for staff

CUSTOMER SERVICE

- Perform reference and reader advisory
- Assist at circulation desk
- Demonstrate and assist with technology use
- Ensure the delivery of high-quality programs and services
- Oversee the maintenance of library collections; develop policies in relation to the selection and purchase of all library materials

ADMINISTRATIVE

- Serve as a representative of the library
- Prepare and present reports as needed for the borough council
- Interpret and explain library policies, procedures, and programs to the public
- Respond to inquiries involving library related matters

- Negotiate and resolve complex, sensitive, and/or controversial issues and complaints
- Complete all required reporting for the State, the District, ACLA, eiNetwork, etc.
- Participate in meetings, workshops, seminars, and conferences, serving on committees as assigned
- Remain current on new trends and innovations as needed to maintain library policies and procedures

BOARD

- Report to the Board of Trustees and attend Board meetings
- Work in conjunction with the Board of Trustees to develop and maintain strategic plan for the library
- Serve as a staff representative to the Board, preparing and presenting staff reports and other correspondence
- Oversee the development and implementation of library goals, objectives, priorities, policies, and procedures, ensuring Board objectives are integrated into library policies and goals

REQUIRED KNOWLEDGE

- Principles and practices of public library administration
- Public library policies, procedures, and standards of service
- Federal, state, and local regulations governing library operations
- Current trends in library service, programming, and technology
- Methods for evaluating public library programs, policies, and operational requirements
- Processes for developing and administering budgets
- Supervisory principles, practices, and methods

Candidates must have or be willing to obtain a Master's in Library Science from an ALA-accredited institution, Child Abuse History Clearance, PA Criminal Record Check, and Federal Criminal Background Check.

To apply, please send a current resume and letter of interest to Alyssa Richter at richtera@craftonlibrary.org.