

(Resumes may be sent to [searchcommittee@lititzlibrary.org](mailto:searchcommittee@lititzlibrary.org) or by mail to Search Committee, Lititz Public Library, 651 Kissel Hill Rd., Lititz, PA 17543)

## **Library Director**

This position reports to the Board of Trustees and under its general direction plans, manages and directs the operations, programs, services and personnel of the Lititz Public Library.

### Essential Duties:

#### **Administration**

- Works collaboratively with the Board President to prepare and assemble monthly BOT meeting packet.
- Participates in the development of budgets. Directs and monitors the administration of budgets and authorizes expenditure. Oversees annual audit process.
- Establishes appropriate service levels and allocates resources accordingly.
- Oversees hiring, payroll processing, scheduling, training, supervision, evaluation, professional development, disciplinary actions, and enforcement of personnel policies. Maintains personnel files.
- Produces and submits mandatory reports to the state Office of Commonwealth Libraries in a timely manner.

#### **Library Service and Operations**

- Oversees and directs the library's operations, including public services, technology, administration, marketing and facility management.
- Ensures the delivery of high-quality library programs and services to the community.
- Oversees maintenance of the library's collection, develops policies in relation to the selection and purchase of all library materials.
- Responds to inquiries involving library related matters, negotiates and resolves complex, sensitive and/or controversial issues and complaints.
- Ensures that library policies and services are in compliance with all applicable local, state and federal laws and recommends changes as appropriate.
- Attends monthly meetings of county library directors.
- Upholds the principles of the Library Bill of Rights and Freedom to Read Statement.

#### **Community Relations**

- Guides public relations activities and works collaboratively with community services staff.
- Serves as a representative of the library, advocates for library services and coordinates activities with other agencies, community organizations, municipalities and the media.
- Interprets and explains library policies, procedures and programs to the public.
- Participates in municipal committees, civic groups and committees related to countywide, cooperative library services.

#### **Development and Strategic Planning**

- Works in conjunction with the Board of Trustees to develop and maintain short and long-term goals for the library. Accurately assesses needs after securing and evaluating data, creates policies and procedures, updates the strategic plan, and advises of relevant financial, operational, staffing, and facility matters. Makes recommendations as needed.
- Directs, attends and participates in a variety of meetings, workshops, seminars and conferences. Meets state standards for continuing education.
- Stays abreast of trends and innovations in the field of public library management.
- Pursues financial support from local municipalities. Investigates additional sources of fund development, such as grant applications and working with support groups (Friends of the Library, other community organizations).
- Works collaboratively with fundraising staff, including meeting donors and making presentations.

Other duties as assigned.

Knowledge:

- Experience in planning, organizing, directing and conducting the administrative management of a library.
- Demonstrated skills in analyzing issues, problem solving, budgeting and fundraising.
- Demonstrated skills in advocacy, community relations, staff motivation, team building and Board development.
- Demonstrated excellence in communication, including written, verbal listening and public presentation skills.
- Demonstrated understanding of business and privacy ethics.
- Demonstrated skill in software applications, including but not limited to word processing, spreadsheets, presentation software and databases.
- Ability to exchange information openly, honestly and effectively.
- Ability to embrace emerging technologies and apply them in library settings.
- Ability to establish and maintain effective working relationships with municipal officials, trustees, staff and members of the community.
- Ability to articulate complex issues in a manner understandable by laypersons.
- Ability to read, understand and interpret library statutes, rules, regulations, policies, procedures, reports and financial documents.
- Ability to develop compelling ways to promote the library's activities to current members and increase appeal to new members.
- Ability to focus staff on serving and strengthening library membership and encouraging community participation.
- Ability to encourage a friendly, professional working environment.

Ideal Qualities:

- Demonstrates passion for and commitment to the library mission, and ability to articulate that passion and commitment to a variety of audiences including donors, municipal and community leaders, volunteers, staff and the general public.
- Displays intellectual curiosity, creativity, integrity, warmth, unpretentiousness and delight in the work at hand.

Requirements:

- Master's degree in Library and Information Science from an ALA-accredited institution.
- Professional Librarian Certification from the Pennsylvania Department of Education.
- At least five years of experience overseeing public library operations or the equivalent.
- FBI and PA Criminal Background Checks and PA Child Abuse History Clearance.
- Valid driver's license or consistently reliable transportation.
- The position includes evening and weekend responsibilities.
- Ability to work primarily in a sedentary position.
- Ability to operate a keyboard, kneel, bend, reach, stoop, stand and sit; ability to lift, move and handle up to 25 lbs. of library material.

Equal Opportunity Employer:

- The Lititz Public Library is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including gender identity, sexual orientation and pregnancy), age, national origin, disability, genetic information, veteran status or any other category protected by law.