



Available Position

LIBRARY DIRECTOR

Description

The Kennett Library, a member of the Chester County Library System, is seeking a full-time library director who will be responsible for the administration and management of the library.

This person will work collaboratively with the Library Board and staff to serve the 44,000 residents of Kennett Square and the seven surrounding municipalities. The successful candidate will be responsible for the day-to-day operations of the library including representing the Library within the communities, supervision of staff and managing the library budget of approximately \$750,000. The library is open 59 hours per week with an annual circulation of approximately 178,000 items.

The Board will select a candidate with excellent leadership and communication skills, a visionary perspective, innovative approaches to organizing and problem-solving, knowledge of library trends and technology, and the ability to foster a cohesive library team.

Our Community

Kennett Square, Pennsylvania, is considered the Mushroom Capital of America. Located 40 miles south of Philadelphia and nestled in the heart of the Brandywine Valley, Kennett Square is a community rich in culture and increasing diversity. Chosen as one of the top ten coolest towns by Budget Travel Magazine, Kennett Square boasts of a mild climate, abundant open space and trails, and two highly-rated school districts. The town is home to Longwood Gardens, a horticultural paradise and a must-see attraction for travelers world-wide.

At the Kennett Library, originally founded in 1896, we have embarked on the most ambitious and exciting project of building a 21st century facility to provide a state of the art learning commons that will serve the citizens of Kennett Square and seven surrounding municipalities.

Requirements

Minimum Qualifications

- Graduation from a college or university with a Bachelor's Degree in any discipline and a Master's Degree in Library Science from an ALA accredited school.
- Possess or be able to acquire a Pennsylvania Professional Public Library Certification from the Pennsylvania Department of Education.
- Five to seven years' progressive library experience with demonstrated success in a supervisory management position. Must have strong knowledge and experience with non-profit budget administration, finances, and human resources.
- FBI, PA Criminal Background Check and PA Child Abuse History Clearance.

Essential Duties and Responsibilities

- Supports the new library planning process.
- Builds support for the library in the community.
- Demonstrates being up-to-date on current best practices in HR and personnel evaluations.
- Prepares regular reports of library use and library finances for the Board of Trustees and Chester County Library System, including the Annual report and Plans for the Use of State Aid.
- Selects new library materials and equipment.
- Empowers and allows employees to be both creative and effective.
- Encourages a culture of collaboration among the library staff and the community.
- Works with the Board of Trustees to develop policies, Plans for the Use of State Aid, and the annual budget consistent with library goals.
- Supervises day-to-day library operations.
- Seeks funding sources for special projects, including grants.
- Schedules and assigns duties for the library staff.
- Provides technical advice and professional recommendations to the Board of Trustees

- Creates a friendly and encouraging environment that enables frequent community use and engagement.
- Must be familiar with standard office equipment and standard computer software (Microsoft Office).
- Cooperates with community educational and recreational groups to assist with their projects and programs.
- Attends local, state, and national conferences/workshops in accordance with State and County requirements.
- Must be able to communicate effectively orally and in writing.
- Additional duties as assigned in consultation with the Board of Trustees.

Job Information

Location: Kennett Square, Pennsylvania 19348
Position Title: Library Director
Library Type: Public Library
Job Category: Administration/Management
Job Type: Full-time

The Kennett Library is an Equal Opportunity Employer.

Salary: \$60K to \$75K per year. Consideration of a salary requirement above this range will be given commensurate with applicant qualifications and experience.

Benefits: The Kennett Library provides a competitive benefits package consisting of medical, dental, life and disability insurance, workers' compensation, and retirement. The successful applicant will initially receive 12 days of vacation during the first year, increasing to 30 days of vacation after 15 years.

Applicants should forward a cover letter and resume to:

Brenda Mercomes, Ed.D., Chair, Library Director Search Committee

bmercomes639@comcast.net

Deadline: November 1, 2016

Anticipated start date: January 1, 2017