

Malvern Public Library

Job Announcement

Position Title: Library Director
Classification: Full time Exempt (37.5 hours/wk.); including evening and weekend hours
Reports to: Library Board of Trustees
Salary: \$40,000 - \$50,000 plus benefits (BOE)

We are seeking a friendly, community-oriented, and knowledgeable professional. The new director of the Malvern Public Library will be responsible for the library's day-to-day operations. They will represent the library to the community and collaborate with volunteers, patrons, and colleagues. The director will carry out policies determined by the Malvern Public Library Board of Trustees and implement the Board-approved Strategic Plan. Most importantly, the director will bring a love of people, passion for public libraries, and the energy to envision new possibilities for the library.

The Malvern Public Library operates independently as a member of the Chester County Library System and serves over 36,000 residents in Malvern and its environs. Located in the Borough of Malvern at 1 E 1st Ave #2, Malvern, PA 19355, the Library is a community center well-known for its children's workshops, adult book groups, community art shows, responsive staff, and collaboration with area organizations.

We seek a director committed to promoting the library within the community and maintaining excellent relationships with all constituencies.

MAJOR DUTIES:

- Oversee the planning, organization, coordination, marketing, evaluation and direction of library services to meet community needs;
- Manage personnel including hiring, payroll processing, scheduling, training, supervision, evaluation, professional development, disciplinary actions, and enforcement of personnel policies;
- Create and present to the Board an Annual Operating Budget, orders supplies and materials and submits purchase orders and bills for payment;
- Ensure compliance with all legal and financial requirements;
- Coordinate library technology functions with the Chester County Library System IT staff;
- Provide leadership and collaborate effectively with library volunteers and community groups;
- Work with the Board of Trustees in setting and achieving goals, evaluating library performance and effectiveness, creating policies and procedures, updating the strategic plan, and advising of relevant financial, operational, staffing, and facility matters;
- Prepare reports for Malvern Public Library Board of Trustees, Chester County Library System, and others as required;
- Represent the library at meetings and workshops;
- Coordinate fundraising and library development; pursue financial support on local, state, and national levels; write grant applications and administer grants;
- Develop and oversee programming.

REQUIREMENTS:

- Master's degree in Library Science from an ALA-accredited institution
- Professional Librarian Certification from the Pennsylvania Department of Education
- Comprehensive knowledge of public library operations, aims, and services
- Excellent customer service skills
- Demonstrated ability to meet and interact with people easily, to motivate others, and to lead and work effectively as part of a team
- Knowledge of emerging technologies and their application to libraries
- Supervisory and management experience in library services or other non-profit settings.
- Must be able to lift 25 pounds, operate standard office equipment, and travel within the region on library business.

CRITICAL SKILLS:

- Planning – Anticipates future needs and proposes how to meet them
- Organizing – Prioritizes and manages all library functions
- Analyzing – Accurately assesses needs after securing and evaluating data
- Decision-making – Makes appropriate decisions and recommendations to Library Board of Trustees when Board action is needed
- Delegating – Assigns work to staff to maximum extent feasible
- Problem-solving – Identifies problems and takes appropriate actions
- Managing and supervising others – Effectively selects, utilizes and evaluates staff
- Soliciting and implementing ideas – Encourages new ideas and adopts and implements them
- Working with others – Establishes effective relationships with staff, volunteers, and patrons
- Communicating – Exchanges information openly, honestly, and effectively.

Please submit a cover letter, resume, and three references to malverndirectorsearch@gmail.com

Position is open until filled.

The Malvern Public Library supports workplace diversity and is an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance, Criminal Record Check, and FBI Clearance.