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American with Disabilities Act (ADA)**

**CHESTER COUNTY LIBRARY
& DISTRICT CENTER
AND HENRIETTA HANKIN BRANCH**



Requisition# 00655
Title Librarian V
Department Chester County Library
Location 450 Exton Square Parkway, Exton, PA

This position is a senior-level administrative position within the Chester County Library System (CCLS). This position is responsible for managing all day-to-day activities of the Chester County Library and District Center in accordance with the standards and procedures of the County of Chester, The Chester County Library System and the PA Library Code. This position reports to the CCLS Executive Director and works closely with the Board of Trustees and the Friends of the Chester County Library.

The successful candidate for this position will hold at a minimum an ALA accredited Master's degree in Library Science and has (or is able to obtain) PA Professional Librarian Certification, with at least five years progressive relevant experience and significant supervisory experience. This position requires: a strong working knowledge of library management principles, planning and budgeting experience, direct supervisory experience including evaluations, working knowledge of public relations (including relevant social media platforms), previous experience in community outreach, previous experience in fund development and grant writing, strong customer service and interpersonal skills, excellent oral and written communication skills, and the ability to maintain composure in all public arenas.

Working knowledge of Microsoft Office (or similar) and library automation software is required. Must possess a valid driver's license.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Position Type: Full-Time / Exempt

Salary Information: \$67,063.36

Shift: Hours will vary by week. Includes occasional nights and weekends.

Weekly Hours: 35

Deadline: Applications will be accepted until position is filled.

Original posting date: 2/17/21

To apply, contact County of Chester Human Resources:
Apply online at www.chesco.org; Job Inquiries: 610-344-6698