



Position Opening: Library Director

The Downingtown Library, located in the Borough of Downingtown in southeastern Pennsylvania, is seeking a dynamic community-minded leader for the position of Library Director. The Library serves a diverse population of over 43,000 residents in the townships of Caln, East Brandywine, East Caln, Uwchlan and West Bradford, as well as the Borough of Downingtown. It is a member of the Chester County Library System. Chester County, Pennsylvania has received state and national recognition as a great place to work, live and raise a family.

The Library recently moved into a new state-of-the-art facility, which has enabled the staff to increase programs and services. It functions as a community center and is well-known for its children's programs, adult book groups, student art shows, responsive staff, and its collaboration with area organizations.

The mission of the Downingtown Library is to ensure that every resident of the greater Downingtown area has access to exceptional opportunities to read, learn, create, connect and contribute to a better quality of life.

Job Requirements:

- Master's degree in Library Science from an ALA-accredited institution
- Public Library Certification as a professional librarian from the Pennsylvania Department of Education
- FBI and PA Criminal Background Checks and PA Child Abuse History Clearance
- Preferred three years of progressive library experience
- Non-profit fundraising, development and grant writing experience
- Interpersonal skills to collaborate with various internal and external groups
- Strong oral and written communication skills

Job Responsibilities:

- Manage the day-to-day operation of the Library
 - lead, develop, administer and coordinate the work of the Library staff
 - perform managerial duties related to personnel, budget, payroll and benefits, collection development, and building maintenance
 - work with program coordinators to present a broad range of activities for children, teens and adults
 - prepare all required County and State reports
- Collaborate with the Board of Trustees
 - fulfill the mission and vision of the Library
 - evaluate Library performance and effectiveness
 - develop and implement policies and procedures
 - review and revise strategic plan as needed
 - identify and address relevant financial, operational, staffing and facility matters
- Develop and maintain relationships with the community, including local governments, businesses, schools, community service organizations and the Chester County Library System
 - represent the Library at meetings and workshops
 - attend community events
- Development Director for the Board of Trustees

- Coordinate fundraising and Library development with the Board of Trustees
- support established fundraising events and help to envision new opportunities
- pursue financial support on local, state and national levels
- identify and write grant applications
- advise and support the Friends of the Library

Job Information:

Location: Downingtown, PA

Job Type: Full time, 40 hours/week

Salary: \$65,000

Benefits: Competitive benefits package including medical and prescription coverage, vacation, sick days and retirement.

All applications must be submitted electronically.

Applicants should forward cover letter, resume and three references to: Downingtownsearch@ccls.org

Only applications sent to the above address will be considered.

Deadline: November 30, 2021

The Downingtown Library supports workplace diversity and is an Equal Opportunity Employer (EOE)