

Easttown Library  
Easttown Township, Pennsylvania  
[www.easttownlibrary.org](http://www.easttownlibrary.org)

## **Position Opening: Library Director**

### **Description**

Easttown Library, a member of the Chester County Library System (CCLS), 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 10,634 residents of Easttown Township. The successful candidate will be responsible for the day-to-day operations of the library, including representing the library within the township and the CCLS, supervising the staff consisting of 6 full-time and 30 part-time employees, and managing the library budget of approximately \$1.1 million. The library is open 65 hours per week, with an annual circulation of approximately 345,000.

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 Library**

Easttown Library is located approximately 20 miles northwest of the center of the City of Philadelphia along the Main Line and is in a community rich in culture and increasing diversity. The library is a vital hub for the township, and strongly maintains its educational role in the community for all ages with notable collections and programs, and welcoming spaces. The facility, featuring green amenities, is 15,850 square feet and was constructed in 2002-2003.

### **Minimum Qualifications**

- 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
- Minimum of 5 years progressive 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 and PA criminal background check and PA Child Abuse History Clearance

### **Essential Duties and Responsibilities**

- Manage day-to-day library operations
  - Oversee the supervision, evaluation, selection, retention and professional development of all staff
  - Oversee collection development
  - Maintain regular contact with 3 boards (Library Board, Foundation and Friends) and attend their meetings
  - Identify and diagnose building safety and related maintenance issues
- Manage library finances
  - Manage a budget of approximately \$1.1 million
  - Work closely with the Business Administrator to review invoices and financial statements, and oversee payroll
  - Work with the Director of Development to look for and apply for grants
  - Identify, evaluate and recommend for implementation new opportunities for library services including those which will offer opportunities to improve the library's financial position
- Library Foundation responsibilities
  - Attend meetings as a voting member of the Foundation Board
  - Pay invoices and prepare checks for signing as necessary by Foundation President and/or Treasurer

- Prepare monthly financial statements in QuickBooks with the assistance of the Foundation Treasurer
- Duties to the Board of Trustees
  - Work with Library Board to establish, revise and implement policies
  - Assist Board President and Treasurer with annual budget review and approval
  - Provide leadership for long-range strategic planning at the local and county level
- Other responsibilities
  - Maintain and develop relationships with local community organizations and residents
  - Hold monthly staff meetings
  - Attend monthly District Librarian meetings, quarterly System Advisory Council meetings, system committee meetings, and local and state conferences

### **Additional Qualifications Desired**

- Strong manager with the ability to supervise and lead staff
- Enthusiastic leader who can assist the Board in envisioning Easttown Library's future and can translate vision into concrete action
- Effective communicator able to manage relationships with customers, staff, volunteers, three Boards (Trustees, Foundation and Friends), Township Supervisors and staff, and the Chester County Library System (CCLS)
- Ability to represent, promote and advocate on behalf of the library as an effective public speaker with a demonstrated record of reaching out to area residents and engaging the community
- Professional who values, and has a strong track record of providing, superior customer service
- Ability to prepare and manage a sizable operating budget; knowledge of funding sources for public library operations and capital initiatives; previous involvement with library fundraising activities
- Knowledge of state-of-the-art library science practices and technology and a commitment to ongoing professional development
- Knowledge of Microsoft Office and QuickBooks applications

### **Job Information**

Location: Easttown Library, 720 First Ave., Berwyn, PA 19312

Position Title: Library Director

Job Category: Administration/Management

Job Type: Full-Time

**Salary:** \$75K to \$85K per year, commensurate with applicant qualifications and experience

**Benefits:** Easttown Library, as a part of Easttown Township provides a competitive benefits package, consisting of medical, dental, life and disability insurance, worker's compensation, and 401(k) Plan. The successful applicant will receive 25 days of paid-time-off per year. The library adds several floating holidays each year for days the township is closed, but the library is open. Easttown Township is an Equal Opportunity Employer (EOE).

**Job Hours:** A normal salaried full-time 35-hour work week, as well as occasional evening and/or weekend hours.

Applicants should send a cover letter and résumé to: [board@easttownlibrary.org](mailto:board@easttownlibrary.org)

Deadline: Jan. 31<sup>st</sup>, 2022

Anticipated start date: March 15<sup>th</sup>, 2022