



**The County of Chester
is an Equal Opportunity Employer
and Complies with the
American with Disabilities Act (ADA)**

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



Requisition#	02472
Title	Librarian V
Department	Chester County Library
Location	450 Exton Square Parkway, Exton, PA

The Librarian V is responsible for directing library services at the Chester County Library and Henrietta Hankin Branch through effective planning, resource allocation, staff supervision and development.

Essential Duties

- Under the direction of the Director of Libraries, plan and administer library programs and resource allocations of new and existing services in support of the County and System Strategic Plans.
- Provide leadership, planning, implementation and evaluation of services and programs both on-site and through outreach to special library users, including but not limited to seniors, literacy, teens, children, minority communities, under-served residents and other special populations.
- Coordinate public programs and exhibits for children and adults based on ongoing community needs assessments and evaluations.
- Develop and maintain working relationships with community groups and library users to enhance the image of the library, promote reading and encourage increased library usage.
- Develop cooperative programs and planning with other government units, state institutions and community, civic and educational organizations.
- Participate in community events, library promotion projects and other organizations whose goals are compatible with the Strategic Plans' goals.
- Provide research on specific topics and background information on library issues, as appropriate.
- Gather and analyze data to assist in developing recommendations for the continued growth and delivery of new library service initiatives.
- Oversee the selection and merchandising of promotional materials that reflect the interests and needs of library patrons and the community.
- Monitor demographic trends and library best practices in outreach services.
- Monitor opportunities and work with appropriate staff to develop grant applications and other resources for expanding library services.
- Perform other duties, tasks and special projects, as required.

Qualifications/Preferred Skills, Knowledge & Experience

- Master's degree from an accredited college or university in Library/Information Science
- Ability to be certified as a PA Professional Librarian

- At least five years of progressively responsible library management and budget experience.
- Exceptional customer service skills.
- Supervisory and personnel management experience.
- Experience working with Library Boards.
- Knowledge of Library policies and procedures.
- Knowledge of Pennsylvania Library Code.
- Excellent communication, organizational and interpersonal skills.
- Strong time management skills.
- Strong professional ethics.
- Collection management experience.
- Strong written and verbal communication skills.
- Ability to interface effectively with all levels of county management.
- A valid driver's license is required.
- Criminal background check.
- Child abuse clearance.

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

\$75,481.02 Annually

Shift

08:30AM – 04:30PM
Monday - Friday

Weekly Hours

35

Deadline

Applications will be accepted until position is filled.

Other Information

Original posting date: October 26, 2023

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