



Job Posting - Library Director – West Chester Public Library (PA)

The West Chester Public Library is seeking an innovative and collaborative leader who will connect the Library to people across our community. The West Chester Community is a dynamic place where the Director can enjoy the perfect mix of scenic nature and a bustling town. This is a historic town stocked with hundreds of shops, restaurants, cafes, festivals, farmers' markets and events, as well as a state university. Our service area covers not only the borough but surrounding suburban townships as well. Hop in a car, the regional rail system, or in a bus and you'll be in Philadelphia or Wilmington in under an hour. Situated this close to a big cities means one thing: opportunity. Rich history, international airports, and famous cheesesteaks are at your fingertips.

The West Chester Public Library (member of the Chester County Library System) with its beautiful historic building and extensive collection is dedicated to celebrating ideas, promoting creativity, connecting people, and enriching lives. The new Library Director will lead a staff of approximately 20 employees, both salaried and hourly, and coordinate volunteers in the library.

The Library Director works with the Library Board of Trustees, Chester County Library System and West Chester Borough and community groups to effectively plan for and implement library services. This is high-level professional and managerial position overseeing and directing the services, activities and the library staff. The Director is responsible for recommending strategy, planning, developing, organizing, implementing and evaluating a wide range of community library services. The Director exercises considerable judgment and discretion in meeting service objectives, while reporting to and collaborating with an invested Library Board of Trustees.

Essential Duties and Responsibilities:

- Oversees key operations: finance, facilities, information technology, marketing, fundraising, personnel, and public services
- Collaborates with the Board of Trustees to: 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

- Works with Board of Trustees and our part time development director and other staff to create and implement annual and long-term fundraising plans, supports current fundraising initiatives and envisions new ones, identifies and applies for grants at the local, state, and national level
- Meets with various community partners, stakeholders, government agencies, and elected officials to discuss the library's priorities and needs and to communicate the library's value while advocating for continued and increased support
- Prepares reports for the Board of Trustees, government agencies and elected stakeholders, as well as attends board meetings and provides verbal reports where needed
- Serves as liaison with community organizations and the public to establish positive relationships for the mutual benefit of the community and the library system
- Promotes the library's services through programming and community outreach
- Strengthens formal and informal collaborative work and relationships with local officials
- Leads the organization in developing responsive and innovative services using new trends in technology
- Develops and encourages staff leadership such as collaboration, delegation, project and time management to provide the highest quality library services for the community
- Attends workshops and training sessions to ensure that the library's programs and policies are relevant and appropriate, supports a culture that is committed to perpetual learning
- Works with the Board of Trustees and the community to see our Next150 campaign to a successful implementation of all three goals: renovation of the interior, retire our mortgage, and steward our resources to provide for the future

Compensation: The salary range for the Director position is \$55,000-85,000 annually and is complimented by a benefits package.

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 or ability to obtain
- FBI and PA Criminal Background Checks and PA Child Abuse History Clearance
- Preferred five (5) years of progressive leadership experience with staff management and development of strategic direction.
 - Such experience will include relationship and coalition building, project management & engagement with various stakeholders and effective & proactive communication
- Non-profit fundraising, development, and grant writing experience
- Strong interpersonal skills to collaborate with various internal and external groups
- Strong oral and written communication skills

- This is a fulltime position, 40 hours per week, and will require evenings or weekends as necessary
- Must be able to travel to meetings, trainings, and/or government sessions, must be present in the Library with limited remote work opportunity
- Must be able to handle, lift, or move library materials weighing up to 25 lbs., book trucks weighing up to 125 lbs.; sit or stand at a computer terminal for up to 4 hours at a busy public service desk; and stand, sit, walk, stoop or reach within a confined area.

Disclaimer: This job description does not cover or contain a comprehensive listing of the activities, duties, or responsibilities required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

West Chester Public Library is an equal opportunity employer. It is our policy to grant equal employment opportunities to qualified persons without regard to race, religion, color, national origin, sex, age, disability, sexual orientation, veteran status, marital status, and any other categories protected by federal, state or local law.

All interested applicants send resumes and cover letters to: wcdirectorsearch@ccls.org
The application window closes when the job is filled.