



**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**



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**Requisition# 2624**  
**Title FT Librarian IV**  
**Department Henrietta Hankin Branch Library**  
**Location 215 Windgate Drive, Chester Springs, PA**

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The County of Chester, Henrietta Hankin Branch Library is accepting applications to fill the Librarian IV position. The person in this position is responsible for the oversight, leadership and management of the Henrietta Hankin Branch Library, which serves the communities of Northern Chester County. This person works closely with the Chester County Library management team and staff to plan and implement strategies and programs designed to serve the needs of library patrons.

This position reports to the Chester County Library Director and is responsible for overseeing the day to day operation of the Branch, a 39,000 sq. ft. facility open 62 hours per week, with a budget of approximately \$1.6m. The Hankin Branch is the second busiest library in Chester County with over 360,000 items circulated and over 130,000 visits per year. The library has a staff of 29, serving the communities of Northern Chester County.

The Branch Manager provides leadership, supervision and direction to a staff of 28, including information services, readers' advisory, children's services, collection development, programming and community relations. A key function of this position is to work in conjunction with the Chester County Library Director to ensure that the goals and objectives of the Chester County Strategic Business Plan are met. This position also serves as a representative of the branch at numerous meeting and professional organizations.

The ideal candidate for this position will hold an ALA accredited MLS degree, with at least three years progressive experience in a public library setting. This position requires strong customer service and interpersonal skills, as well as a desire and ability to work cooperatively with people from various departments and organizations as a team member. Excellent oral and written communication skills are essential, as is the ability to maintain composure in all public arenas. In addition, the candidate must possess excellent analytical, problem-solving and decision making skills, and must be able to work within deadlines. Prior supervisory experience is also required.

The successful candidate will have knowledge of current best library practices, principles of library administration, and budget preparation and management. Knowledge of databases, an ILS, and Microsoft Office is required.

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:** Salary range available beginning at \$52,390.52 annually based on education and experience.

**Shift:** 9 a.m. – 5 p.m. including occasional nights and weekends.

**Weekly Hours:** 35

**Deadline:** Applications will be accepted until position is filled.

**Original posting date:** February 26, 2019

**To apply, contact County of Chester Human Resources:**  
Apply online at [www.chesco.org](http://www.chesco.org); Job Inquiries: 610-344-6698