



Available Position: Library Director

- Title:** Library Director
- Employer:** Chester Springs Library Board of Trustees
- Location:** Chester Springs, Chester County, PA
- Hours:** Salaried, Full Time, some weekend hours required
- Salary:** \$44K to \$48K per year
- Benefits:** The Chester Springs Library provides a competitive benefits package consisting of medical, dental, prescription, vision, workers' compensation and retirement.

The Chester Springs Library is seeking a dynamic community-minded leader for the position of Library Director. This is a full time (35 hours a week) highly responsible administrative position involving a broad range of public library functions. The Library Director works under the direction of the Library Board of Trustees and develops, administers, supervises, and coordinates the work of the Library and staff. Chester Springs Library offers a broad range of programs, including well established children's programming in its newly renovated location.

Managerial Duties

- Oversees the libraries collections and programming
- Oversees the recruitment of library personnel and day to day supervision of staff
- Prepares the annual budget, directs and implements expenditures including payroll through the Chester County Library System (CCLS) Finance Office
- Gathers and maintains statistical data regarding finance and library usage to be presented to the Board, CCLS, and the Commonwealth of Pennsylvania
- Supervises maintenance of library facilities, equipment, and furnishings
- Acts as liaison with municipalities, community groups, and local businesses
- Maintains the library website, and uses social media and electronic communications to promote a 21st century approach

Professional Qualifications, Education, Experience, and Skills Required

Master's Degree in Library Science from an ALA accredited college or university
Public Library Certification as a professional librarian from the Pennsylvania Department of Education
Excellent communication and organizational skills and conversant with technology including Excel
Continued education by attending workshops (including the professional development required by the System Membership Agreement with the CCLS), professional meetings, and reading current literature

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).

About Chester Springs Library

The Chester Springs Library is a cornerstone of the picturesque Village of Historic Yellow Springs, a 140 acre restored landmark that serves as the civic, artistic and cultural center of West Pikeland township in beautiful Chester County. We serve an area of over 9,000 residents.

As a member of the Chester County Library System (a federated system made up of 16 member libraries with 18 facilities), the Chester Springs Library combines the powerful capabilities of the larger system with personalized instruction and enrichment. Users benefit from the vast resources of the larger library system – from powerful online tools to extensive holdings – while enjoying a friendly atmosphere dedicated to advancing the economic, social and personal quality of life in our community.

The successful candidate agrees to conform to the policies established by the Board of Trustees, best practices, the regulations of the Pennsylvania Library Code and the Chester County Library System Membership Agreement.

All applications must be submitted electronically no later than July 10, 2018.

Applicants should forward cover letter, resume and three references to:

chesterspringslibrarytrustees@gmail.com

Posting remains open until position is filled.

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

June 2018