Tredyffrin Township – Head Librarian
June 3rd, 2024

Tredyffrin Township is seeking to fill the position of Head Librarian to support Paoli Library. The Head Librarian will be responsible for managing all branch operations including regularly attending meetings; assist the Board and Director with developing short and long-term plans; assist with the preparation of the annual budget; implements the collection development plan and materials selection; coordinate the finance process with CCLS; oversees interlibrary loans; review program areas; oversees special library activities. This position will be responsible for the supervision of all Paoli Library staff. The Head Librarian will be responsible for community outreach including communicating plans, policies and procedures to the public, promoting interest in the library programs. This role will be accountable for the Paoli branch facilities, including preparing cost estimates to plan for improvements; responsible for all materials and supplies for the facility.

Qualifications for this position include:

- Bachelor’s degree
  - ALA accredited master’s degree preferred
- At least three years public library experience with increasing responsibility
- At least two years supervisory experience

Tredyffrin seeks candidates with a strong work ethic, positive attitude, excellent customer service skills and desire to learn new skills. Click here for more information on this position.

This is a full-time, non-union, exempt position, the salary range is $55,000 - $65,000 per year depending on experience. EOE. Subject to background/drug screens. Email resume, employment application (required), and professional references to tred_hire@tredyffrin.org or mail to Tredyffrin Township, Attn: Human Resources, 1100 Duportail Road, Berwyn, PA 19312.

Applications will be accepted until position is filled.