

BEAVER AREA MEMORIAL LIBRARY DIRECTOR—JOB DESCRIPTION

About the Job

The Beaver Area Memorial Library seeks a full-time Library Director. This position will be based on site in the historic town of Beaver, Pennsylvania.

Who We Are:

The Beaver Area Memorial Library is located in Beaver County, PA—24 miles from Pittsburgh—and serves a population of 18,316. The library was started in 1948, and it moved to its present location in 1961. The library was expanded twice and now measures 11,700 square feet.

The mission of the Beaver Area Memorial Library is “to facilitate access to information, connect people, create opportunities for life-long learning and community enrichment.” Our library is an essential anchor of this community—one that will continue to evolve its services in order to meet the needs of the beautiful community it serves.

What You’ll Do:

Under policy guidance and direction from the Library Board of Directors, the Library Director performs professional and administrative duties in planning, developing, implementing, and directing the public library services for the Beaver Area Memorial Library. These duties include budget preparation, evaluation of services and policies, personnel and volunteer supervision, collection development, community relations, fundraising, and facility maintenance.

Specific Responsibilities Include:

- Managing all operations of the library including the collection, programs, reference, budgeting, automation, staff, and the building
- Assisting the Board in setting goals, objectives, and policies
- Planning and implementing the Board’s short and long-range goals
- Working with the Board to determine the financial needs of the library and publicizing those needs to the funding bodies and to the general public
- Attending all board meetings and keeping the board members informed of developments, activities, and needs of the library
- Preparing written reports for the Board, local government, and the state
- Acting as a liaison to the Board for the staff and the public
- Preparing the annual budget and making necessary revisions to assure judicious spending of funds
- Managing the hiring, scheduling, and the training of all staff and volunteers
- Keeping the staff informed of new developments and discuss problems as they arise
- Assuring that complete records are kept for library operations, including finances, personnel, circulation, and inventory

- Building and maintaining a balanced collection of library materials
- Reading professional journals to select new materials
- Receiving and evaluating gift materials
- Maintaining statistical records
- Representing the library at system, district and state library meetings and workshops
- Supporting the Friends of the Library and assisting with fundraising projects when needed
- Establishing effective working relations with the public and the media
- Meeting with community groups to discuss available library services and resources
- Participating in the Beaver Chamber of Commerce as well as the Beaver County Chamber
- Writing grant applications from various sources
- Staying up to date with local, state, and federal library laws
- Staying abreast of the rapidly changing library and information field
- Assuming other duties as assigned by the Board

What You Bring:

We are looking for someone who is inspired by our mission, is highly inspired to evolve our programs and services, and cultivates strong relationships.

We Expect the Library Director To:

- Be the face of the Beaver Area Memorial Library
- Have a vision for the future of this beloved institution
- Make strategic decisions daily
- Lead a thriving, diverse team
- Build trusting relationships with stakeholders

Qualifications:

- A Master's degree in Library Science is strongly preferred. Consideration will be given to applicants who will complete their degree within six months.
- Two-to-three years library experience desirable
- Excellent customer-service skills
- Proficient in the use of current technology essential
- Passion for delivering quality services to the public
- Extensive knowledge of the objectives of library service to the community, the basics of library science, and developments in the field
- Experience managing a team
- Excellent forecasting, strategic planning, communication, and writing skills
- Deep commitment to advancing diversity, equity, and inclusion

What We Offer:

The Beaver Area Memorial Library offers a competitive salary commensurate with experience in a similar position. The salary range for this position is \$55,000 – 60,000. New hires are typically brought into the organization at a salary between the range minimum and midpoint depending on experience and in alignment with internal equity. We offer 15 vacation days plus three personal days after six months of employment. We also offer 12 paid holidays. Other benefits include a 403(b) retirement plan with the library contributing 4 percent of the salary and paid sick leave. Healthcare coverage is not provided.

This position is 37.5 hours per week—including one evening a week and one or two Saturdays per month.

The following documents must be provided before starting employment: PA State Criminal Record Check, Child Abuse Clearance, FBI Criminal Check, and Mandated Reporting Training for Child Abuse.

To Apply

Interested individuals should send their resume, cover letter, and contact information for three professional references to Diane Wakefield at dwakefield@beaverlibraries.org. In your cover letter, please detail how your experience has prepared you for the specific responsibilities of this position. Applications will be considered on a rolling basis.