

Library Director

Carnegie Library of Midland

Summary:

Under broad policy guidance and direction from the Library Board, performs professional and administrative duties in planning, developing, implementing and directing public library services for the Carnegie Library of Midland. These duties include: budget preparation, evaluation, personnel, collection development, community relations and facility maintenance.

Functions and Responsibilities:

- Administers board policies, makes policy recommendations, and provides staff support and information to the board.
- Prepares budget for Library Board approval, monitors and approves expenditure as directed by Board, and administers gifts and state and local monies.
- Supervises personnel. Hires and trains employees. Assigns and monitors work. Make schedules and deals with coverage in case of absences.
- Works with local elected officials and school officials to resolve problems.
- Participates in professional meetings, classes, conferences and workshops.
- Selects, reviews and approves selection of ALL materials for purchase
- Develops programs with assistance of library staff
- Ensures that the Library is operating at its utmost.
- Performs other duties as needed.
- Acts as a community liaison for library operations.

Knowledge, Skills and Abilities:

- Must have working knowledge of computers and be able to operate numerous systems.
- Must be able to maintain all library paperwork, including employee files and financial documents.
- Must be able to oversee employees.
- Must be capable of performing all circulation duties and shares in work load.

Physical and Mental Requirements:

- Requires sitting, standing, stooping, bending, and lifting/moving books up to 40 lbs.
- Must be able to communicate effectively.
- Requires focus and attention to detail.
- Requires ability to operate basic office equipment.
- Must be able to hear, comprehend and respond to library patrons both in person and on the telephone.

Work Environment:

- Indoor conditions
- Must maintain professional manner when dealing with patrons, including teens, young children, staff and others.
- Must be able to work independently as well as in a group.
- Must be flexible, creative, and patient and have a sense of humor.
- Must be available to work evenings and weekends.

Education/Qualifications:

- Minimum of two (2) completed years of college education with Associate's Degree, and nine (9) credit hours of library science course (or willing to complete the library science credits once hired).
- FBI clearance, PA Criminal Background check, PA Child Abuse History Clearance required.

Send resume to:

Carnegie Library of Midland

ATTN: President of the Board of Trustees

61 Ninth Street

Midland, PA 15059