

LIBRARY DIRECTOR

The Bosler Memorial Library (Carlisle, Pa), a member of the Cumberland County Library System, seeks a service-oriented librarian with experience in public library service, long range planning, budgeting, fund development and staff management. The librarian will be an integral part of the community, active in fundraising and community relations, and program development for its newly expanded facility.

BACKGROUND: Located in a historic college town in south central Pennsylvania, the library serves a growing population of 53,325 borough and township residents. Bosler enjoys a very high level of support from its community, including its trustees (a \$1.3 million endowment), its 1,100 member Friends group (which operates a highly successful used bookstore), and receives dedicated library tax funds from Cumberland County. In 2012, the library completed a \$6.5 million capital campaign; and more than doubled its historic facility's size from 17,500 to 40,179 square feet. The library has a staff of 7 full time and 30 part time staff members (19.29 FTE), an operating budget of \$947,741 and a collection of 106,000 titles.

REQUIRED: ALA-accredited MLS, or Pennsylvania Public Librarian Certification. Five years public library experience, including administrative duties. Experience in business, public administration or marketing desired.

SALARY: \$55,000 to \$65,000, plus attractive benefits package. Send cover letter, resume, 3 references, salary history and requirements to: Robert Frey, Search Committee Chair, Bosler Memorial Library, 158 West High Street, Carlisle, PA 17013 or via email to BoslerLibrarySearch@yahoo.com. Application review begins March 1, 2013.

Description of Work:

Plan, develop, evaluate and administer, under the supervision of the Board of Trustees, library services and programs to meet the needs of the residents and organizations in Bosler Memorial Library's service area. Work in partnership with the Board of Trustees regarding budget, policy and facilities issues.

Essential Functions and Duties:

1. Plans and evaluates, with staff and the Board of Trustees, the development of services, programs and staffing to achieve library goals and objectives
2. Plans and coordinates the daily operation and administration of the library
3. Provides leadership and management to all staff
 - a. Motivates staff through a team-based environment
 - b. Assists supervisors in managing and resolving employee personnel issues
 - c. Administers personnel policy and recommends changes to the Board of Trustees as necessary
4. Develops, administers and oversees expenditures of the annual operating budget for the Board of Trustees
5. Oversees hiring, training and evaluation of staff

6. Directs overall maintenance of buildings and grounds
7. Formulates library goals and objectives and develops policies and programs accordingly
8. Analyzes library use, evaluates trends and recommends appropriate courses of action that fulfill the library's mission and goals.
9. Implements policies and decisions of the Board of Trustees and the Cumberland County Library System
10. In conjunction with the Development Office, continues to grow and implement current fundraising programs and develops a Planned Giving campaign
11. Reviews and records library use statistics to meet reporting requirements of the Board of Trustees, Cumberland County Library System, Capital Area Library District, and Commonwealth Libraries
12. Helps develop marketing strategies for specific library services or programs
13. Serves as library liaison to the Board of Trustees and Friends of Bosler Memorial Library
14. Serves as library liaison with Cumberland County Prison officials and prison library volunteers
15. Actively participates and represents the library in CCLS, District and other professional meetings
16. Complies with continuing education requirements

Required Knowledge, Skills and Abilities:

1. Knowledge of public library administration, management, services and practices
2. Ability to provide effective and quality library service in accordance with the library's customer service philosophy
3. Knowledge of the following as related to public libraries:
 - a. current information technologies
 - b. best business and marketing practices
 - c. principles and practices of collection development and maintenance
 - d. public library programming, special events, and promotional events
4. Excellent written and verbal communication skills
5. Ability to understand and support library policies and procedures
6. Ability to organize materials, time and establish priorities
7. Ability to schedule, assign, train and evaluate the work of others
8. Ability to operate computer equipment, peripherals and relevant software
9. Strong public speaking skills