



## JOB ANNOUNCEMENT

### POSITION INFORMATION

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<b>Title:</b>	<b>Library Director</b>	<b>Classification:</b>	Full-Time/FLSA Exempt
<b>Location:</b>	Cleve J. Fredricksen Library, Camp Hill, PA	<b>Hours:</b>	37 ½ hours per week
<b>Supervisor:</b>	Board of Trustees		
<b>Schedule:</b>	Monday-Friday, may include weekends and evenings.		

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### GENERAL DESCRIPTION

The Library Director supports the Library's mission, goals, and strategic plan. The Director develops, implements, directs daily library operations, projects, and activities; develops, plans, administers, evaluates customer service and programs to meet the changing needs and interests of residents in Fredricksen's service area.

### EDUCATION & EXPERIENCE REQUIREMENTS

A master's degree in Library Science and/or Information Science from an ALA-accredited institution or enrollment in an accredited program and currently working toward a degree.

A minimum of five years' increasingly responsible experience as a librarian in a public library setting, including at least three years of supervisory experience

### GENERAL REQUIREMENTS

Thorough and current knowledge of public library organization, administration, and services

Ability to establish and maintain effective working relationships with Board of Trustees, staff, community, civic and professional groups, and Friends of the Library

Strong technology skills and knowledge of current trends and innovations

Ability to lead, direct and evaluate the work of others using effective business and motivational models and create and perpetuate a team environment

Ability to develop and administer a budget

Excellent organizational skills, written and verbal communication skills, and strong public speaking skills

Strong marketing and public relations experience with the ability to effectively interact with a diverse arrange of individuals, organizations, and community stakeholders

### PHYSICAL REQUIREMENTS

Work demands light physical effort in handling of materials, boxes, carts, or equipment as well as manual dexterity and visual acuity when working with a computer

Regularly lifts and carries books and materials weighing as much as 30 pounds; pushes and pulls carts; bends and reaches for books within the library setting, uses repetitive movements and views small print

Work may require extended periods of standing or sitting

### DUTIES AND RESPONSIBILITIES

With Board of Trustees, plans and evaluates a contemporary vision and strategic plan for the Library

Works with Board of Trustees and Cumberland County Library System (CCLS) to develop and establish library policy and operational procedures; supports and implements the directives and decisions of the Board of Trustees and CCLS

Reports to Board on Library activities; advises on Library matters, helps draft policies; keeps Board apprised of current trends and issues needing advocacy; attends committee and board meetings and reports as needed

Demonstrates competency with computer equipment, peripherals, relevant software, collection development, current reference search tools, reader's advisory services, library programming and fundraising.

Manages and supervises all aspects of the Library's operation:

- a. Plans and evaluates with staff and Board, the development of services, programs, and staffing to achieve library goals

- b. Oversees hiring, training, evaluating, terminating and retaining staff and volunteers
- c. Reviews annual expenditures, builds draft of yearly budget, maintains expenses within approved budget lines
- d. Leads marketing and community outreach
- e. Ensures facilities management, including workplace safety and security
- f. Establishes priorities, organizes materials and time
- g. Communicates clearly, logically and concisely; responds quickly and cooperatively to requests from staff or public

Attends and represents the Library at meetings, including: staff, county, CCLS, Board of Trustees, community organizations, local borough and townships, and other professional meetings

Utilizes strong public speaking skills to serve as the face of the library in the service area and spokesperson in the community promoting the library at civic, educational and community functions

Work positively and effectively with municipal representatives, elected officials and community groups

Oversees fundraising activities and events, coordinates with Friends groups to ensure support for their fundraising

Reviews and records library use statistics to meet reporting requirements of the Board of Trustees, CCLS, Capital Area Library District, and the Office of Commonwealth Libraries; prepares additional reports and presentation as required

Continually evaluates effectiveness of library services in relation to changing needs of the service area communities and develops plans to meet those needs

Provides leadership in a positive, cooperative, and flexible environment that is open to change and new ideas

Facilitates cooperation and engages library staff to create a harmonious and productive team environment

Other duties as requested

#### ADDITIONAL INFORMATION

#### Required Clearances:

If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.

- Pennsylvania Child Abuse Clearance  
<https://www.compass.state.pa.us/CWIS/Public/Home>
- Pennsylvania Criminal History Record  
<https://epatch.state.pa.us/>
- Federal Criminal History Record  
<https://uenroll.identogo.com>
- Mandated Reporter Training Certificate  
<https://www.reportabusepa.pitt.edu/>

Starting Salary Range: \$62,000 - \$70,000 plus benefits

To apply, please submit a letter of interest and a current resume which includes three references to the Director Search Committee at [mmp5933@psu.edu](mailto:mmp5933@psu.edu)

Deadline for applications: July 31st, 2021

**If this position matches your interests and qualifications, please visit  
[www.cumberlandcountylibraries.org/FRE\\_DirectorSearch](http://www.cumberlandcountylibraries.org/FRE_DirectorSearch) for more information**