

Joseph T. Simpson Public Library
Executive Director Job Description
Adopted August 14, 2012
Revised June 11, 2019
Revised May 13, 2025

Summary of Responsibilities

Full Time (37.5 hours per week) Exempt

Supports and promotes the mission of the library. Works in partnership with the Board of Trustees regarding budget, policy and facility issues. Works under the direct supervision of the Board of Trustees. Oversees the day-to-day operations of the library. Serves as the official spokesperson for the library. Requires attendance at daytime, evening and weekend meetings in addition to occasionally scheduled public service time.

Education

Masters degree in Library Science and/or Information Science from an ALA-accredited School required

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

Previous experience in fund raising preferred

Required Knowledge, Skills, and Abilities

1. Establish and maintain effective relationships with community, civic and professional groups and Friends of the Library.
2. Communicate with the public and staff in a courteous, friendly, and informative manner both in person and on the telephone.
3. Develop and administer a budget.
4. Lead, direct, and evaluate staff.
5. Provide effective and quality library service in accordance with the library's customer service philosophy.
6. Exhibit excellent verbal and written communication skills.
7. Possess experience and knowledge of public library collection development practices, technology services, library programming, and fundraising.
8. Operate computers and knowledge of relevant software and hardware.
9. Demonstrate strong public speaking skills.

Essential Duties and Functions

Staff Management

1. Supervises and evaluates Department Heads and Bookkeeper.
2. Oversees hiring, training, evaluating, and termination of staff.
3. Ensures staff complies with continuing education.
4. Reviews and records statistics that reflect library use and meets reporting requirements of the Board, Cumberland County Library System, Capital Area Library District, and state and local government agencies.
5. Oversees staff and department head meetings.
6. Attends staff, county, and other professional meetings.

Strategic Plan

1. Analyzes library use and evaluates trends and recommends appropriate courses of action that fulfill the library's mission and goals.
2. Plans and evaluates with staff and Board, the development of services, programs, and staffing to achieve library goals and objectives.

Financial Oversight

1. Develops, administers, and evaluates annual budget for Board approval and oversees expenditures.
2. Oversees fundraising activities and events.
3. Oversees preparation of grant proposals and seeks supplemental library funding.

Quality Library Service

1. Supports consistent delivery of quality customer service through training, communicating high standards and expectations, and emphasizing a team-based, friendly working environment.
2. Continually evaluates the effectiveness of library services in relation to changing community needs and develops plans to meet those needs.

Community and Public Relations

1. Promotes library at civic, educational, and community functions.
2. Works positively and effectively with municipal representatives, elected officials, community groups, and Friends of the Library.
3. Serves as library liaison to Board of Trustees and Friends of the Joseph T. Simpson Public Library Board of Directors.

Facilities Management

1. Oversees care and maintenance of two library buildings and grounds.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Working Conditions and Physical Demands

1. Physical requirements include ability to move around the facility, walk, sit, bend, climb, kneel, stoop, lift and carry.
2. Use hand and finger motion with enough manual dexterity to use computers and handle library items.
3. Duties are performed in surroundings where undesirable physical conditions and hazards are minor and controllable.

Employment Clearances

Must have FBI criminal history, Pennsylvania Child Abuse and Pennsylvania State Police Criminal History clearances that qualify the individual for employment as outlined in the library system's Employee Clearances policy.