

Executive Director
Snyder County Libraries
Position Description

The Snyder County Libraries consists of the headquarters library in Selinsgrove, as well as branch libraries in Middleburg, Beavertown and McClure. This position requires the ability to handle complex administrative, supervisory and professional duties. Under the general direction of the Board, the Executive Director has responsibility and authority for managing the operations of all 4 libraries, the physical facilities, and for planning, directing, and coordinating its services to the community. This is a full-time position and FLSA exempt.

Duties of the Executive Director:

- Provides overall strategic direction and leadership for the Snyder County Libraries
- Plans for future needs of the libraries
- Develops diverse collections and protects the freedom to read
- Supervises all employees, and is responsible for hiring, evaluating and terminating staff
- Evaluates operations and activities of the library
- Serves as official representative for the library and advocates for the library
- Develops and maintains effective relationships with staff, board, civic groups, government agencies, schools and library stakeholders
- Expands and deepens partnerships in the area
- Serves as a resource for the board, attends all meetings
- Develops the budget in conjunction with the board
- Formulates and recommends policy to the board
- Prepares state report
- Prepares grant proposals and submissions
- Attends library, community and professional meetings
- Participates in annual audit
- Supervises the maintenance of all library facilities and equipment
- Engages in public outreach to bring people to the library, as well as bring the library to the public
- Serves as a key member of the fundraising team

Knowledge, skills, abilities:

- Knowledge of library philosophies, practices, procedures and technology
- Ability to set priorities, make decisions, exercise discretion
- Knowledge of computers, internet, integrated library systems, software and applications
- Ability to communicate effectively, both in writing and orally
- Leadership skills – builds trustworthy relationships, successful teams, exhibits leadership
- Planning and community needs assessment skills
- Ability to think analytically and to develop new or revised systems, procedures and work flow

- Ability to exercise initiative and independent judgement

Physical Demands and Work Environment:

The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to speak and hear at a conversational level, use hands to handle objects and stand or sit for long periods of time.

Generally, duties are performed in a climate-controlled environment and travel throughout the county is required.

Qualifications:

- ALA/MLS, with at least 5 years of librarianship and 3 years of public library leadership/supervisory experience preferred
- A valid driver's license, reliable car and ability to conduct off site programming
- Current PA Child Abuse Clearance, PA Criminal History Check, FBI Fingerprint Based Record Check, Driver's License, a certificate of successful completion of on-line mandatory reporter training are also required upon hire.