

California Area Public Library
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www.calpublib.org

A member of the Washington County Public Library System.

Position Title: Library Director

Summary of job responsibilities

The Library Director provides leadership and serves as the library's primary public representative. The library director is expected to: represent the library within the community and Library District, develop programs, develop collections, oversee staff and computer operations, catalog material, and provide reference services for a 13,000-volume library open 45 hours per week. The librarian serves as the main liaison between local municipalities and schools and maintains frequent contact for fundraising purposes.

Job duties

Develops the collection in response to community's needs, develops materials purchase procedures, purchases materials, carries out weeding, and evaluates donated materials. Trains, schedules and supervises three to four (3 - 4) part-time employees and volunteers. Locates and writes grants. Maintains official records of meetings, as prepared by Board secretary, and prepares and files statistical reports required by District and State. Initiates and coordinates programs. Advises the Board on pertinent issues and presents monthly reports on library operations, attends meetings, and participates in fundraising events. Helps with and trains staff to provide the following customer services: Assist patrons in the use of print materials, equipment and technologies by answering questions; offer basic technical assistance and troubleshoot computer problems; assist with Internet navigation, and locate databases in order to help patrons use library resources. Locates materials, answers questions, requests materials through ILL, and refers patrons to outside resources and collections when appropriate in order to provide information services to patrons. Monitors timely management of all mail as well as routine payments and compliance for all financial responsibilities.

Supervisory authority

Supervises, trains and schedules (3) part-time employees as well as volunteers and interns.

Minimum qualifications

Applicants must have a minimum sixty hours earned college credit, including nine credit hours of library science courses earned or being pursued. Preference will be given to applicants who hold a Pennsylvania Public Library Assistant certificate (or greater). Required: FBI, Pennsylvania Criminal History (Act 34), and Child Abuse clearances, and Mandated Reporter training certificate. The successful applicant will have excellent knowledge of information technology as well as superb organizational and communication skills.

Salary

20 hours/week in the library mandatory; additional 5 hours/month flex for meetings and community development; 40 hours sick time; 40 hours vacation. Pre-approved mileage reimbursement for library meetings. Must rotate Saturdays with employees. Some Special Events required. \$10/hour. No health insurance. Experience might influence salary.

Submit résumé and three references to Personnel Committee at above address.

Apply immediately. Posted 11/12/2015