



Library Director

Job Description

The Library Director plans, coordinates, administers and directs the operations of the Library, including but not limited to: recruiting, hiring, coaching and mentoring staff; leading all human resources functions; collection development; library automation and information technologies; facility and property maintenance and care; and fiscal management and oversight, in conformity with the mission, vision and policies established by the Jenkintown Library Board of Trustees and the regulations of the Commonwealth Libraries of Pennsylvania and the Pennsylvania Library Code.

Reports to: Jenkintown Library Board of Trustees

Responsibilities:

- Plan, organize and direct the activities of the library and its staff
- Work collaboratively with the Board of Trustees, the Library staff, the Montgomery County District Directors and the public to communicate the Library's mission and goals effectively
- Attend monthly Board of Trustees meetings
- Attend Friends & Board subcommittee meetings as necessary
- Oversee the preparation of monthly Board of Trustees' meeting agendas and prepare a monthly Director's Report
- Initiate policies, long-range plans and make recommendations to the Board of Trustees for their consideration and approval
- Maintain records and files
- Prepare the annual budget for presentation to and approval by the Board of Trustees
- Exercise oversight of day-to-day financial activity, ensuring funds are recorded and deposited appropriately, expenditures are appropriately authorized and financial records are up to date
- Work with independent auditor to compile an audit report that complies with applicable accounting standards
- Ensure the Library complies with all applicable Federal and State regulations, that it meets or exceeds Pennsylvania Standards as a local library, and that it adheres to "Best Practices" as recognized by relevant professional organizations
- Prioritize and promote equity, diversity and inclusion among the staff members and Board of Trustees
- Manage the Library with a focus on inclusiveness and diversity, incorporating the perspectives of multiple communities in programs, services and collections
- Oversee the development of procedures and plans for the most efficient utilization of the Library, based on policies set by the Board of Trustees
- Aggressively pursue grant opportunities to enhance and expand library services and programs, and encourage staff to be innovative and proactive in this arena
- Promote and maintain relations with the Friends of the Jenkintown Library
- Ensure the maintenance of the building and grounds and ensure that necessary work is carried out in a timely manner
- Build positive partnerships with external stakeholders, including but not limited to: the officials of Jenkintown Borough and Montgomery County, state and local legislators, local and regional organizations, the boards and directors of Montgomery County libraries, and the Jenkintown community at large
- Actively participate in legislative processes affecting library service; inform the Board and staff on local, county, state and federal legislative issues impacting the welfare of the Library
- Interview, hire, evaluate and discipline all Library personnel and supervise development of proper training techniques and professional development for all employees

- Set expectations and goals for staff and hold individuals accountable for their performance, conduct performance reviews, and foster employee development
- Hold regular staff meetings
- Maintain effective working relationships with Board members, staff, volunteers, patrons and the general public
- Interact with Board members, staff, volunteers, patrons, Borough representatives and the general public in a courteous and professional manner at all times
- Mandated reporter
- Appropriately apply knowledge of principles, practices, procedures and techniques of library science and administration
- Represent the Library within the Montgomery County Library and Information Network Consortium (MCLINC) and the Montgomery County Library District
- Consult staff and resolve patron complaints
- Supervise the acquisition of all library materials and develop appropriate selection policies for all media
- Oversee development of library programs to attract users and highlight Library resources
- Maintain certification as a Passport Agent
- Oversee operation of all Library technology and equipment
- Perform other related tasks as required

Hours

- Full-time, salaried

Qualifications

- Bachelor's degree from a 4-year college or university and completed at least 9 credit hours of library science course
- Widespread knowledge of library principles, methods, materials and practices of library science and library administration
- Knowledge of emerging technologies and their application to libraries
- Minimum of 3 years of library managerial experience with a high level of financial responsibility
- Ability to analyze complex professional, technical and administrative problems and develop solutions
- Ability to plan, direct and supervise the work of staff
- Ability to organize and prioritize work load efficiently and effectively
- Thorough knowledge of public relations principles and practices
- Excellent customer service skills
- Strong verbal and written communication skills
- Ability to multi-task and meet deadlines with attention to detail
- Ability to work under stressful conditions with frequent interruptions
- Proven commitment to participation in community activities and experience working with volunteers
- Demonstrated commitment to diversity, inclusion and equity
- Possession of a valid driver's license
- Must obtain and remain current with PA State Police Criminal History, PA Child Abuse History Clearance, and FBI Criminal Background Check
- Must obtain and remain current with PA State Mandated Reporter Training
- Must have Pennsylvania Professional Library Certification
- Proficient with MS Office Suite and Google Drive
- Proficient with electronic resources and ILS (Integrated Library System)
- Working knowledge of social media resources

Physical Requirements

The individual in this position must possess the physical and sensory abilities necessary to safely and successfully perform all essential job functions and responsibilities. This includes, but is not limited to:

- Light work requiring the exertion of up to 35 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects
- Fingering and repetitive motions
- Reaching at waist level, climbing, balancing, stooping, kneeling, crouching, standing, walking, pushing, pulling, lifting, and grasping
- Expressing and exchanging ideas by means of the spoken word
- Hearing required to perceive information at normal spoken word levels
- Visual acuity required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities
- Ability to withstand exposure to indoor and outdoor environmental conditions

Competencies

- **Managerial Courage:** Does not hold back anything that needs to be said; provides current, direct, complete, and 'actionable' positive and corrective feedback to others; lets people know where they stand; faces up to people problems on any person or situation quickly and directly; is not afraid to take negative action when necessary; gives and welcomes feedback.
- **Non-Profit & Library Culture Acumen:** Knows how non-profit libraries work; knowledgeable in current and possible future policies, practices, trends and information affecting his/her organization; knows what other local organizations are doing; is aware of how strategies and tactics work in the community.
- **Drive for Results/Execution:** Can be counted on to set and exceed goals successfully; steadfastly pushes self and others for results; solicits feedback to improve service.
- **Strategic Agility:** Sees ahead clearly; can anticipate future consequences and trends accurately; has broad knowledge and perspective; is future oriented; can articulately paint credible pictures and visions of possibilities and likelihoods; can create breakthrough strategies and plans.
- **Decision Quality:** Weighs the positives and negatives of all options and considers all alternatives; must be able to forecast the outcome of each option and determine which option is the best for each situation in a timely manner; must be able to justify decisions with facts and communicate effectively for those impacted by the decision.
- **Initiative:** Demonstrates a willingness to perform needed tasks without being directed; seeks out opportunities for personal and professional growth.
- **Adaptability:** Adapts to varied job responsibilities and schedules; works effectively in times of changing priorities and resources; recognizes and adapts to changes afforded by new technology and changing demographics of the community; possesses an appreciation for sustained and continual learning.
- **Project Management:** Ability to plan strategically, with a track record of successful program activities that include long range planning, budget preparation and team-oriented approaches to problem solving.
- **Innovative Management:** Is good at helping to manifest the creative ideas of others; has good judgment about which creative ideas and suggestions will work; has a sense about managing the creative process of others; can facilitate effective brainstorming; can project how potential ideas may play out in the organization.
- **Team Building:** Contributes to building a positive team spirit; puts success of the team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.
- **Interpersonal Savvy:** Relates well to all kinds of people, up, down and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably; ensures staff and volunteers have the skills necessary to manage difficult or emotional patron situations; is a people builder.
- **Patron Focus:** Is dedicated to meeting the expectations and requirements of internal and external patrons; gets first-hand patron information and uses it for improvement in programs and services; acts with patrons in

mind; establishes and maintains effective relationships with patrons and gains their trust and respect; serves the community with enthusiasm, thoroughness and hospitality with unsurpassed service.

- **Organization:** Can marshal resources (people, funding, material, support) to get things done; can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently.
- **Collaboration:** Demonstrates collaborative skills in working with Montgomery County District libraries; ability to work effectively with the Library Board, staff, patrons, volunteers, and Friends of the Library, as well as county, state and local legislators, local and regional organizations, and the Jenkintown community at large.
- **Priority Setting:** Spends his/her time and the time of others on what's important; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus.
- **Problem Solving:** Ability to analyze complex professional, logistical and administrative problems and develop and carry through appropriate solutions; considers input from appropriate sources and works well in group problem solving situations; thinks and acts in a planning context with clear presentation of goals, objectives and strategies to arrive at desired results.
- **Communication:** Demonstrates excellent written and spoken communication skills that clearly accommodate both consideration of the audience and the impact of statement on the continuing and future role of the Library in the community.
- **Financial Acumen:** Understands the Library's needs and translates into plans and actions with a clear and measurable value proposition
- **Discretion:** Demonstrates discretion in handling of all business; shows good judgment and is cautious and reserved in handling business information and communications.
- **Developing Talent:** Provides challenging and stretching tasks and assignments; holds frequent development discussions; is aware of each person's career goals; constructs compelling development plans and executes them; pushes people to accept developmental moves; will take on those who need help and further development; identifies growth opportunities for each position; is a people builder
- **Managing Vision and Purpose:** Communicates a compelling and inspired vision or sense of core purpose; has respect for the Library's history combined with thoughtful innovation; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision; makes the vision sharable by everyone; can inspire and motivate the entire scope of the Library community.

Trial period

- Each new employee shall be considered on a trial period for 90 days
- Should the Board of Trustees wish to terminate the employee during the trial period, they may do so with Board approval
- A performance review of the employee's work will be conducted during or at the end of the trial period

Performance reviews at the end of the trial period and thereafter will be based in part upon the employee's performance of the tasks listed in this job description and, at a minimum, to the standards within this job description. The Board of Trustees has the right to revise this job description at any time. This job description does not list all the duties of the job. The Board may ask the employee to perform other job-related duties provided those duties are not illegal or injurious to the employee's health.

Potential employment is contingent on completing and submitting prior to hire the results of the following background checks:

- PA State Police Criminal History
- Child Abuse History
- FBI Clearances