

SEWICKLEY PUBLIC LIBRARY

POSITION DESCRIPTION LIBRARY DIRECTOR

JOB OBJECTIVE:

Under broad policy guidance and direction from the Sewickley Public Library (SPL) Board of Directors, the Library Director performs professional and administrative duties such as planning, developing, implementing, and directing library services for the Sewickley Public Library

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Provides strategic direction for the library which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards and/or service offerings.
- Oversees policy development and administration as directed by the SPL Board. Recommends policy changes to the Board for review and evaluation and ensures staff understand and carry out Board-approved policies.
- Oversees and evaluates all Library departmental functions such as automation, circulation, adult, teen and children's services, cataloging, and is accountable for all activities, programs and services in which the Library engages.
- Oversees all aspects of the Library's budget and expenditures, including preparing the budget, monitoring and approving all expenditures, and following all reporting and guidelines established relating to the Library's finances, including grant administration.
- Prepares statistical reports for the Sewickley Public Library Board of Directors, the State Library of Pennsylvania, and other organizations.
- Interacts with vendors to ensure the best price and quality for Library materials, technology, office supplies, equipment, maintenance, etc.
- Directs and supervises Library employees (directly or indirectly through subordinates) – hiring, evaluating, training, and disciplining personnel. Follows Human Resources best practices and state/federal laws and administers benefits to employees.
- Directs the development and maintenance of a public library collection of books, periodicals, audiovisual materials, software, and a variety of other library materials per Board policy.
- Administers maintenance of Library facilities and equipment; works with architects and planners on facility development and maintenance.
- Participates in professional meetings, library organizations, classes, conferences, and workshops. Reads professional materials to update and maintain knowledge and skills.
- Develops partnerships and maintains positive relationships and collaborative projects on behalf of the Library with local organizations, elected officials, and governmental entities.
- Serves as advocate for and representative of the Library with local community, professional organizations and outside agencies. Actively engages in the Allegheny County Library Association (ACLA) and communicates with the Quaker Valley School Board and administrators on matters of importance to the Sewickley Public Library.
- Establishes and maintain a culture that supports and encourages diversity, equity and inclusion for staff, patrons, and community partners.
- Interacts with and supports the Friends of the Library organization.
- Performs other assignments as necessary.

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of the theories, principles, and objectives of library science
 - Library organization theory
 - Current trends and developments in the library field
 - Library reference sources, print and on-line
 - On-line automation and forthcoming technological trends
- Considerable knowledge of management principles and practices
 - Effective participative management techniques
 - Supervision, training, and staff utilization principles
 - Ability to plan, organize, supervise, and evaluate work of employees in diversified library activities
- Substantial skills related to the organizational leadership of people, processes, and tools in a public library
 - Ability to develop and carry out program services
 - Broad experience in collection development and programming
 - Working knowledge of budgetary and accounting processes
 - Working knowledge of tools and equipment in library, i.e. computer systems, search engines, word processing, and data management software, etc.
 - Compilation and interpretation of statistics to reflect library operations
- Ability to establish and maintain effective and harmonious working relationships with employees, other agencies, and the public
 - Working knowledge of public relations
 - Superior human relations and communication skills
 - Ability to communicate effectively, verbally and in writing
 - Ability to follow written and verbal communications
 - Commitment to ensuring a culture of inclusivity

EDUCATION, EXPERIENCE, AND TRAINING

A Master's Degree in Library and Information Science (MLIS) or a Master's Degree in Library Science (MLS) from an ALA-accredited college or university is required.

A minimum of two years of experience working in a library is strongly preferred. A minimum of two years in a leadership and/or management role is required.

Must obtain the following three clearances:

- [Pennsylvania Child Abuse History Clearance](#)
- [Pennsylvania State Police Criminal History Clearance](#)
- [Federal Bureau of Investigations \(FBI\) Criminal History Clearance](#)

This document was last updated January 20, 2023; full board approval is pending.