

## **Manheim Community Library**

### **Job Announcement**

**Position Title:** Library Director  
**Classification:** Full time Exempt, including evening and weekend hours  
**Reports to:** Library Board of Trustees

The resignation of our library director has created an opportunity for a friendly, community-oriented, and knowledgeable professional. The new director of the Manheim Community Library will be responsible for the library's day-to-day operations, representing the library to the community, and collaborating with volunteers, patrons and colleagues. The director will assure that Library Board of Trustees' strategic plan and policies will be implemented. Most importantly, the director will bring a love of people, a passion for public libraries, and the energy to envision new possibilities for the library.

The new director will have an immediate impact on the future design of a new library building, working in conjunction with Pleasantview Retirement Community to conceptualize, design, and implement the construction of a joint venture library/community center.

The Manheim Community Library operates independently as a member of the Lancaster County Library System and serves over 20,000 residents in Manheim Borough, Penn Township, and a significant portion of Rapho Township. Located in Manheim Borough, the library serves as a major community center, well known for its children's programs and workshops, active participation in community events, responsive staff and collaboration with area organizations in serving our community in myriad ways.

We seek a director committed to promoting the library within the community, continuing our excellent relationships with all constituencies. We envision a director who will work with the trustees and community volunteers in developing and implementing a new strategic plan, building on our successes and creating a new future. Anticipated salary is in the \$45,000-\$50,000 range.

#### **Requirements:**

- **Master's degree in Library Science from an ALA-accredited institution.**
- **Professional Librarian Certification from the PA Department of Education.**
- **Comprehensive knowledge of public library operations, aims and services.**
- **Demonstrated ability to meet and interact with people easily, to motivate others, and to lead and work effectively as part of a team.**
- **Knowledge of emerging technologies and their application to libraries.**

- **Supervisory and management experience in library services or other non-profit settings.**

**Please submit a cover letter, resume, and names of three references to Ken Hameloth, President, Board of Trustees, Manheim Community Library, 41 Doe Run Road, Manheim, PA 17545 ( [Ken.Hameloth@edwardjones.com](mailto:Ken.Hameloth@edwardjones.com) ). The position will remain open until filled, with a potential starting date at the earliest opportunity.**

***The Manheim Community Library supports workplace diversity and is an Equal Opportunity Employer (EOE). All employees are required to obtain a PA Child Abuse History Clearance, PA Criminal Record check, and Federal Criminal Background Check.***