



## Head of Library Services

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Lancaster Public Library invites applications for a full-time Head of Library Services who reports to the Executive Director. Directing the day-to-day services of Lancaster County's largest library, we seek a team member with strong organizational skills and attention to detail, with the ability to work both independently and cooperatively as appropriate to manage a diverse volume of work. The ideal candidate will be ready to share their skills and perspectives and collaborate with colleagues across the organization. Applicants for the Head of Library Services position will be patron-centered, data-driven, and equity-minded.

The Lancaster Public Library (LPL) inspires, empowers, and strengthens our community by connecting people with information, ideas, and enriching experiences. By providing equitable access to vital educational resources, exceptional programming, and community building opportunities, the Lancaster Public Library is recognized as a dynamic center of knowledge and a cornerstone of a thriving Lancaster community. LPL is an Equal Opportunity/Equal Access/Affirmative Action institution. We encourage applications by members of diverse groups and by persons with a demonstrated commitment to issues of diversity and experience in achieving goals relative to inclusive excellence.

### **Purpose of Position**

The Head of Library Services is a new position that assists the Executive Director with administration of the library. This position plays a key role in developing and executing strategic initiatives that supports the mission of the library. The Head of Library Services will oversee critical aspects of library services including, collection development, service staff, and patron services.

### **Primary Responsibilities**

- Works closely with the Executive Director to plan, improve, and evaluate library services.
- Assists the Executive Director in the development of library policies and makes recommendations for the changes, as necessary.
- Develop short- and long-term plans to meet objectives.
- Seek improvements in practices and policies to streamline operations and achieve cost savings.
- Lead, track, and monitor progress on system-wide initiatives.

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- Develop a balanced and comprehensive library collection including print and non-print materials, in partnership with others.
- Provide direction, support, and oversight to service librarians.
- Assists the Executive Director in planning, researching, and developing major projects.
- Prepares reports, surveys, and proposals for the Executive Director.
- Gathers, prepares, and analyzes statistical data and reports for the Executive Director, Director of Donor Relations, and Library Board.
- Participates as a member of the Management Team.
- Hires, trains, manages, and evaluates direct reports in partnership with Executive Director and HR.
- Coordinates staff development activities.
- Oversees information technology projects and assists staff and public with technology-related issues.
- Maintains a uniformly courteous and polite manner to all.
- Serves as staff liaison to Security Officer.
- Assists in emergency situations and assists in solving issues.
- Engages in professional development relevant to library services.
- Assume responsibility of the library in the absence of the Executive Director.
- Represent the Library in the community while establishing and maintaining relationships.
- Performs other duties as assigned.

### Qualifications

#### Education and/or Other Requirements

- Graduate degree. Completion of an ALA-accredited Master's in Library and Information Science degree is preferred.
- Minimum five (5) years of relevant work experience. Management experience within a public library environment is preferred. A combination of equivalent education and work experience will be considered.
- Bi-lingual abilities a plus.
- Experience with Sierra or another ILS is preferred.
- Proficiency in Microsoft Office Suite.

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### Knowledge, Skills, and Abilities

- Knowledge of principles and techniques involved in the operation and management of a modern public library.
- Organization, objectives, programs, services and technology for a public library and their relationship to community needs.
- Principles and techniques for reference research, selection, classification, indexing, cataloging, and organization of library materials.
- Ability to exercise discretion and sound judgement and to analyze and resolve problems.
- Capacity to achieve results with flexibility, creative intelligence, and good cheer.
- Budgeting procedures and techniques.
- Principles and practices of supervision, training, and personnel management.
- Ability to organize, direct and implement a comprehensive program of service to meet the needs of the community.
- Evaluate work methods for acquisitions, cataloging and processing library materials.
- Analyze problems, identify alternative solutions, and implement recommendations.
- Assess library policies, procedures, and services as needed.
- Conduct data analysis.
- Communicate clearly and effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Must have a valid driver's license.
- Required to: hear and talk in person and via the telephone; sit and use hands and fingers to lift, handle and feel; lift 30-lbs, stand, walk, reach with arms and hands, climb or balance, and stoop, kneel, crouch, or crawl. Vision abilities required include use of computer screen.

### Application Process

Submit via email a resume and cover letter to Kathy Leader, [kleader@lancasterpubliclibrary.org](mailto:kleader@lancasterpubliclibrary.org) or 125 North Duke Street, Lancaster, PA 17602.

- Please include three professional references and salary requirements.
- Background check required after a conditional job offer is made.

The Library provides a competitive benefits package that includes: a 403(b) plan with employer match, employer defined contribution toward medical benefits, PTO, and paid holidays.