

Position Title: Library Director
Classification: Full time Exempt
Reports to: Library Board of Trustees
Salary: \$40,000 – \$45,000

The Board of Trustees of the Quarryville Library seeks a dynamic library director responsible for the library's day-to-day operations including staffing, maintaining the collection, overseeing technology functions, and solving problems. The director represents the library to the community and collaborates with volunteers, patrons, and colleagues. The director carries out policies determined by the Quarryville Library Board of Trustees and implements the board-approved strategic plan.

The Quarryville Library operates independently as a member of the Library System of Lancaster County and serves 37,000 residents in rural southern Lancaster County. Located near the small Borough of Quarryville at 357 Buck Road, Quarryville, PA 17566, the library is a busy, growing hub that provides printed and technological resources and services to members of our diverse communities and to area businesses. In 2019, the library hosted almost 92,000 visitors and circulated close to 195,000 items.

We seek a confident leader committed to promoting literacy, intellectual freedom, and equal access to information.

MAJOR DUTIES:

- Oversee the planning, organization, coordination, marketing, evaluation and direction of library services to meet changing community needs.
- Coordinate library technology functions with the Library System of Lancaster County IT staff troubleshoot technology functions and recommend upgrades to the Quarryville Library Board of Trustees.
- Manage the facility and capital improvement projects effectively.
- Manage personnel including hiring and security checks, scheduling, supervision, evaluation, professional development, disciplinary actions, and enforcement of personnel policies.
- Work closely with the treasurer of the Quarryville Library Board of Trustees to prepare and execute the library budget and oversee the annual audit.
- Provide leadership and collaborate effectively with library volunteers, community service workers, and community groups.
- Work with the Board of Trustees and library committees in setting and achieving goals, evaluating library performance and effectiveness, creating policies and procedures, updating the strategic plan, and advising in relevant financial, operational, staffing, and facility matters.
- Prepare reports for Quarryville Library Board of Trustees, Library System of Lancaster County, and State Library of Pennsylvania.
- Represent the library at meetings and workshops, including but not limited to the Board of the Library System of Lancaster County, Board of Governors, Friends of

the Library, Library Directors Council, and Quarryville Library Board of Trustees; cooperate with other libraries to improve library service in Lancaster County.

- Assist in coordinating fundraising and library development; pursue financial support on local, state, and national levels; write grant applications and administer grants.
- Manage adult programming; provide instruction for using the catalog, computer applications, technology, and resources as needed.
- Read, fulfill and complete documentation as is required for the director and the library per state guidelines.
- Train to become a passport acceptance agent and passport manager.

DESIRED REQUIREMENTS:

- Master's degree in Library Science from an ALA-accredited institution
- Comprehensive knowledge of public library operations, aims, and services
- Excellent customer service skills
- 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

CRITICAL SKILLS:

- Planning – Anticipates future needs and proposes how to meet them.
- Organizing – Prioritizes and manages all library functions.
- Analyzing – Accurately assesses needs after securing and evaluating data.
- Decision making – Makes appropriate decisions and recommendations to Library Board of Trustees when board action is needed.
- Delegating – Assigns work to staff to maximum extent feasible.
- Problem solving – Identifies problems and takes appropriate actions.
- Managing and supervising others – Effectively selects, utilizes and evaluates staff.
- Soliciting and implementing ideas – Encourages new ideas and adopts and implements them.
- Working with others – Establishes effective relationships with staff, volunteers, and patrons.
- Communicating – Openly, honestly, and effectively exchanges information.

Please submit a cover letter, résumé, and three references to qvlpres@quarryvillelibrary.org.

The Quarryville Library supports workplace diversity and is proud to be an Equal Opportunity Employer (EOE). All employees are required to obtain a Child Abuse History Clearance, Criminal Record Check, and FBI Clearance. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity or national origin.