



North Pocono Public Library
1315 Church Street
Moscow, PA 18444
570-842-4700

<http://lclshome.org/b/north-pocono-public-library/>

Position: Library Director
Reports to: Board of Trustees

Position Summary

State of the art rural library serving the North Pocono community seeks an enthusiastic, confident, and motivated individual to serve as Library Director. The Director will plan and evaluate the development of services, programs, and staffing to meet the needs of the residents and organizations in North Pocono's service area. The Director will also plan, implement, and evaluate the development of all fundraising goals and efforts to meet current and future needs.

Service Area Summary:

The North Pocono Public Library serves 7 townships in Lackawanna County and is a member of the Lackawanna County Library System. It has an economically diverse and growing population in an area of small towns and rural land. It offers a quiet, connected, high quality way of life within easy access of both New York City and Philadelphia.

The successful candidate will have proven success in fundraising, community engagement, goal-setting and achievement.

Essential Responsibilities:

- Works in partnership with the Board of Trustees to develop, meet, and evaluate financial goals, both operating and capital.
- Actively engages in community outreach and involvement in order to understand community needs and trends so that the library is responsive to those needs.
- Works with the Assistant Director to analyze library use, evaluate community trends, and recommend appropriate courses of actions to fulfill the library's mission and goals.
- Develops long range plans to support and promote the mission of the library.
- Develops short term plans to address specific issues facing the library as they arise.
- Formulates and recommends policies to the Board and implements the procedures to carry out these policies.
- Prepares the annual budget for Board review and approval in a timely manner.
- Presents budget requests to the LCLS.
- Works with Treasurer to review monthly reports and keep abreast of various funds and accounts; works with Assistant Director to assure that expenses stay within budget and projected income.
- Identifies, pursues and supports all fundraising efforts through grant writing, planned giving, underwriting, and annual and capital appeals.
- Builds and maintains strong, positive relationships with donors.

- Prepares grant proposals for state agencies, foundations and other organizations to fund programs.
- Acts as a conduit between Board, staff, and volunteers to ensure smooth implementation of fund-raising activities within the daily operations of the library.

Knowledge, Skills, and Abilities

- Knowledge of the principles and practices of public library functions.
- Ability to establish and maintain effective working relationships with board members, staff, associates, officials of other agencies, donors, and the general public.
- Ability to make decisions in an environment of limited resources and competing needs.
- Ability to exercise initiative and independent judgment.
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form.
- Knowledge of computers, the internet, office software, library and donor management software.

Qualifications

- ALA accredited MLS/MLIS and a minimum of three years experience working in a public library.
- PA Library Certification through the PA Dept of Education or qualified to apply for certification.
- A valid driver's license.
- Must be able to provide state and FBI clearances upon hire. If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to the start date. All clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.
- **Pennsylvania Child Abuse Clearance**
 - <https://www.compass.state.pa.us/CWIS/Public/Home>
- **Pennsylvania Criminal History Record**
 - <https://epatch.state.pa.us/>
- **Federal Criminal History Record**
 - <https://www.education.pa.gov/Educators/Clearances/CHRI/Pages/default.aspx>
 - <https://uenroll.identogo.com/>
- Mandated Reporter Training Certificate
 - <https://www.reportabusepa.pitt.edu>

Schedule and benefits

Full-time position, 35 hours/wk, likely to require some evenings and Saturdays. Salary range \$55,000-\$60,000. Full benefits package included.