

Carbondale Public Library Job Posting

Job Title: Library Director

Location: Carbondale Public Library, Carbondale, PA

Compensation: \$50,000 to \$57,000 depending on experience, plus benefits

Hours: Full time (35 hours/week)

To Apply: Submit resume and letter of interest to Carbondale Public Library, ATTN: Director Search Committee, 5 North Main Street, Carbondale, PA 18407. Applications are due by December 31, 2019.

We are looking for candidates with library experience, direct staff supervision, and a Master's of Library Science degree. Key attributes for this position include experience in public service, planning, budgeting, grant writing, fundraising and staff development.

Position Summary

The ideal candidate for the Library Director position will be adept at handling the oversight of daily operations, planning, budgeting, grant writing, fundraising, and staff development. It is the Library Director's job to motivate staff members to provide enthusiastic and exemplary service to library users. The Library Director is responsible for the evaluation and development of library staff. Additionally, the Library Director ensures that the library's products and services are marketed to library users at every opportunity and encourages staff members to be knowledgeable and eager advocates for library services.

The well-rounded candidate will have strong communication and interpersonal skills. S/he will have strong knowledge of technology and a demonstrated ability to instruct and teach both library users and staff individually and in groups.

The successful candidate will demonstrate the ability to supervise staff, including hiring, scheduling, and evaluating each employee. The Library Director ensures that all customer service transactions in the library are carried out to the highest standards. This position requires skills in management and library services.

The Library Director implements circulation, customer service, and related library policies and procedures. The Library Director also cooperates with and participates in activities, programs, and reporting requirements of the Lackawanna County Library System, the Northeast District Library Center, and the Office of Commonwealth Libraries. The Library Director will work in close cooperation with the Board of Trustees to provide excellent library services to the community.

The Library Director guides and participates in planning for and evaluating library services and works to ensure that library services meet community needs. S/he is also responsible for overseeing maintenance and repair of the library facility.

The Library Director collaborates with the Library Board to develop an annual budget and administers the budget. S/he will be responsible for seeking grants and other funding opportunities. S/he will maintain membership in relevant professional associations and participate in continuing education for professional development.

Education

Requires a Master's of Library Science degree

Experience

Five (5) years of library experience, with at least three (3) years of direct staff supervision recommended but not required.