

BOROUGH OF WILKINSBURG

JOB TITLE: **LIBRARY DIRECTOR**

DEPARTMENT: LIBRARY

REPORTS TO: BOROUGH MANAGER, LIBRARY BOARD, BOROUGH COUNCIL

LAST REVISED: SEPTEMBER 2021

POSITION PURPOSE AND OBJECTIVES: This is an administrative and professional position, responsible for the overall management and operation of the Wilkinsburg Public Library system, and providing administrative leadership through planning, directing, and coordinating all activities of the library. Work involves full responsibility of developing policies and procedures and establishing contacts with professional community organizations for attainment of library goals; does related work as required. The Library Director exercises considerable latitude in the performance of his/her duties, subject to the general supervision of the Borough Manager and the Library Board.

ESSENTIAL JOB FUNCTIONS: (Illustrative Only)

- Plans, organizes and directs the operation of library services and procedures
- Supervises the selection, training and work of the library staff
- Prepares reports to the Borough Manager and Borough Council, Library Board, and state and federal agencies as required
- Understanding of and ability to work within the scope of the Collective Bargaining Agreement
- Maintains an active program of public relations with the community and news media
- Submits recommendations on library policies and services to the Library Board and implements policy decisions
- Attends staff meetings, board meetings, district library directors' meetings, conferences, etc. when required
- Conducts monthly staff meetings with staff
- Prepares and justifies an annual budget and administers the budget approved by Borough Council
- Reviews and evaluates collection development
- Establishes goals and objectives, and formulates future direction for the Library programs
- Administers personnel regulations, interviews and appoints job applicants, conducts staff performance reviews and promotes and discharges employees
- Supervises or prepares grant proposals for library funds
- Prepares and verifies bi-weekly payroll for submission
- Oversees the purchase, installation and operation of computer equipment and software, as well as training of staff
- Acts as a liaison with Friends of the Living Library of Wilkinsburg to ensure a positive relationship, and submits projects for consideration
- Performs other related duties as assigned by the Borough Manager

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: Thorough knowledge of the philosophy and techniques of public library service; knowledge of the principles, practices and methods of public management, personnel, fiscal management and library administration; ability to maintain accurate records through electronic and paper systems; ability to use Microsoft Office, including MS Word and Excel, and any current or other future computer platform for documentation; ability to operate and have knowledge of computers; skills of verbal and non-verbal conflict resolution. General knowledge of bibliographic and research techniques, the publishing field, sources for acquisition of materials, computer application to library and information science, services to specialized groups and business principles; organizational ability demonstrated by planning and implementation of service programs designed to meet the needs of the community; ability to plan and supervise the work of others; ability to promote the library and its programs via news media and effective public relations; ability to prepare and justify an annual budget; ability to interpret union contracts; ability to prepare reports as required; ability to express ideas and concepts clearly and concisely, both orally and in writing; ability to establish and maintain a good working relationship with library staff, associates, public officials, and the general public. Must possess a valid PA Driver's License.

WORKING CONDITIONS: Work is performed in a generally comfortable indoor environment.

PHYSICAL DEMANDS: (sedentary) May require some standing and walking, lifting and carrying of library materials, operation of computers and other office equipment, some overhead reaching and bending to grasp materials from lower and upper shelves, normal corrected vision and hearing.

MINIMUM QUALIFICATIONS:

Education: Graduation from a four-year college or university with the successful completion of a Master's Degree in Library Science or requirements needed to attain required state Provisional Librarian certification.

Experience: Three (3) years of progressive supervisory experience in a professional librarian position; or any equivalent combination of experience or training which provides the required knowledge, skills and abilities.

PA State Police Criminal record check, Drug Screening, PA Child Abuse History clearance and FBI fingerprints are required to begin work.

DISCLAIMER: The preceding description is not designed to be a complete list of all duties and responsibilities required of the Library Director.

Approved: _____
Department Head

Borough Manager

Original Approval

Revised