

**PENN HILLS PUBLIC LIBRARY  
EXECUTIVE DIRECTOR**

**Position Title:** Executive Director

**Reports To:** Municipal Manager

**Job Description:**

This position serves as the administrator for the Penn Hills Public Library under the municipal manager in accordance with the Home Rule Charter of Penn Hills, adopted by-laws objectives and policies. He or she plans, organizes, directs and coordinates all activities of the library.

**Working Relationships:**

Internal: Library Advisory Board, Library Staff, and Volunteers

External: Library patrons, vendors, community organizations, community stakeholders and regional partners of the community.

**Supervisory Role:**

All library staff and volunteers

**Roles and Responsibilities:**

This position reports directly to the Municipal Manager and the Library Advisory Board. The position plans, directs and evaluates a balanced program of library services in relation to the needs of the community. The position reports at monthly Library Advisory Board meetings and attends monthly meetings of Penn Hills Council. The position formulates and recommends new policies at the library, supervises staff and recommends changes to staffing and allocation of resources at the library.

- **Finance and Budget**

This position prepares, presents and manages the annual library budget with the Municipal Manager and Finance Director. The director identifies grant opportunities for the library and works with the Municipal Manager and municipal staff to complete grant applications for the library.

- **Personnel**

Oversees supervision and evaluation of all library personnel, determines workloads, responsibilities and makes recommendations to the municipality on allocation of human resources at the library.

- **Community Engagement**

Represents the library in the community through committees and community organizations. Develops and maintains relationships throughout the community through community groups and community stakeholders. Actively participates in the community and engages the library with the community. Actively finds new ways to promote the library in the community. The position works to foster a sense of welcome at the library and takes steps to engage the community.

- **General Administrative Duties**

Coordinates all aspects of collection development including policies, selection, acquisitions, cataloging, circulation and weeding. Prepares all required reports for the Library Advisory Board and municipality, Allegheny County Library Association and the State Library.

- **Library Development**

Works with Allegheny County Library Association and other regional libraries to find ways to improve services at the library, create efficiencies and find ways to partner to improve Penn Hills Library.

**Job Qualifications**

MLS/MLIS degree from an ALA-accredited program; 3-5 years of library director experience, or a combination of experience and education equivalent.

**Job Notice:**

Penn Hills Municipality is seeking a dynamic Executive Director. Penn Hills is seeing a fulltime (40 hours per week) leader and visionary to collaboratively develop and support all efforts necessary to maintain and expand a community library. The Director will assist the municipality and advisory board in the implementation of defined strategic goals. This will include planning, policy making, monitoring library services, financial oversight, public relations, supervision of staff and volunteers and administrative tasks.

The ideal candidate will possess an MLS/MLIS degree from an ALA-accredited program with 3-5 years of library director or assistant director experience. A combination of education and experience will also be considered. Salary will depend on experience and education. Residency in Penn Hills within a year of employment is strongly preferred.

Applications will be received until February 22, 2019. Applicants should submit a resume, cover letter and work history to: Municipality of Penn Hills, attn: Municipal Manager, 102 Duff Road, Penn Hills, PA 15235 or to [sandrejchak@pennhills.org](mailto:sandrejchak@pennhills.org)

Penn Hills is an equal opportunity employer.