

Library Director: Avon Grove Library

Description



Connecting Our Community

The Avon Grove Library, a member of the Chester County Library System, is seeking a full-time library director who will be responsible for the administration and management of the Library. The Library is located in West Grove, PA in Chester County.

This person will work collaboratively with the Library Board and staff to serve the residents of nine municipalities.

The successful candidate will be responsible for the day-to-day operations of the library, including representing the Library within the communities, supervising the staff, and managing the library budget of approximately \$493,300. The library is open 54 hours per week, with an annual circulation of approximately 145,000.

The Board will select a candidate with excellent leadership and communication skills, a visionary perspective, innovative approaches to organizing and problem-solving, knowledge of library trends and technology, and the ability to foster a cohesive library team.

Avon Grove Library is an Equal Opportunity Employer

Supervisor: Library Board of Trustees

Hours of Work: Salaried, Full Time position 37.5 Hours per week

Salary: Starting at \$55,000 (commensurate with qualifications and experience) including benefit package

Primary Function

Under the direction of the Library Board of Trustees, develops, administers, supervises, and coordinates the work of the Library and staff, performs managerial duties related to personnel, budget, collection development, building maintenance, and library operations and services in conformity of the policies established by the Board of Trustees, the Chester County Library System, plus regulations of the Office of Commonwealth Libraries and the Library Code of Pennsylvania.

117 Rosehill Avenue, West Grove, PA 19390 • 610-869-2004 • fax 610-869-2957 • avongrovelibrary.org

Library Director: Avon Grove Library

Description



Connecting Our Community

Qualifications, Education, Experience, and Skills Required

- A Master's Degree in Library Science from an ALA accredited college or university plus five years of progressively responsible library administration experience including at least three years in a supervisory capacity
- Possess or be able to acquire a Pennsylvania Professional Public Library Certification from the Pennsylvania Department of Education
- Must have strong knowledge and experience with non-profit budget administration, finances, and human resources
- Excellent communication (oral and written) and organizational skills
- Ability to administer the activities of a public library and to supervise the work of others
- Ability to develop and implement visionary/innovative plans and objectives which establish the library's relevancy in the 21st Century
- Maintain knowledge of standard library principles and practices, concepts of freedom of speech, copyrights, collection development, patron confidentiality, censorship, and other library ethical issues
- Thorough ability to establish and maintain effective and collaborative working relationships with superiors, subordinates, associates, officials of other agencies, and the general public
- Grant writing experience
- Budgetary experience
- FBI Clearance, PA Criminal Background Check and PA Child Abuse History Clearance
- Proven time management skills
- Elementary Spanish proficiency preferred