

Lansdale Public Library
301 Vine Street
Lansdale, PA 19446 www.lansdalelibrary.org

Position Posting
LIBRARY DIRECTOR

Overview of Lansdale Library

The Lansdale Library serves the residents of the Borough of Lansdale. The Library receives no state or school district funding, and is supported by dedicated funding from Lansdale Borough and through memberships fees, donations, and fundraising activities.

Founded in 1928, the Lansdale Public Library was a single room in the borough building and had a \$1 membership fee. In 1958, a new building was built at Vine Street and Montgomery Avenue. In 1972, The LPL moved into its present location, 301 Vine Street, a former supermarket building that was renovated. The library was renovated again in 1997 to add space for a children's and teens' section.

General Statement of Duties and Responsibilities

This employee will have a thorough knowledge and understanding of standard operational procedures for library operations. In addition, under the direction of the Board of Directors of the Lansdale Public Library, this employee will perform administrative work in planning, directing, and coordinating the operation of the library. It includes working with the Board of Directors on finances, facilities, and the formulation of policy. It also involves staff selection, training, development, and performance evaluation.

Major Duties

1. Analyze financial data to develop and administer budget; research and plan projects suitable for grants; apply for grants; handles all problem invoices and vendor inquiries. Prepares written reports on library budget, activities, current programs, and future needs; cooperates with the Board to plan and carry out the library program.
2. Assess community needs for library service; plan, develop, implement and evaluate library service.
3. Analyzes technical and procedural problems, solves problems; writes, implements and review policy and procedures.
4. Maintain library building (create optimum usage of space) and grounds; maintain and update the library automation system (circulation and cataloguing software, webpage); contacting maintenance vendors for library equipment service and maintains service contracts.
5. Recruit, select, motivate, train, schedule, supervise, evaluate, and terminate personnel if necessary; act as liaison for employee benefits transactions; makes incident reports with insurance company; maintain personnel and financial files; administer payroll.
6. Represent the Library at community functions, District and professional meetings and conferences; plan and implement fundraising events; participate in community outreach.

7. Create promotional information, maintains social media, updates website; create, facilitate, and publicize programming; write articles for community periodicals such as Discover Lansdale magazine.
8. Attend Lansdale Borough council meetings; participate as a member of both Lansdale Borough IT committee and management team; compile statistics and write reports for library board meetings and state annual reports.
9. Select fiction and electronic resources; purchasing supplies, equipment and furniture; ordering and canceling magazine subscriptions, updating magazine list; keeps statistics on all ordered library material.
10. Coordinate community room use; cover circulation desk; process memorial books; proctoring Distance Learning Examinations; assisting with reference work; address patron complaints and disturbances.
11. Administer payables and receivables; assists accountant and auditors; maintain petty cash; make deposits; keep information on donations.
12. Research and plans projects suitable for grants and applies for federal, state, and private local grants.

Qualifications

- Master's Degree in Library Science from an ALA accredited program, plus extensive experience in professional work, including one to three years of administrative experience.
- The ability to relate to and work with all community groups.
- The ability to study, evaluate and to make recommendations for improved library service.
- The ability to communicate effectively with staff, interest groups, individual patrons and governmental officials.
- Thorough knowledge of public library services and operations as well as a knowledge of reference sources, computer technology and readers' interests.
- Skill in organizing, managing, and motivating people.
- Skill in preparing and presenting management and technical reports, budgets, and other presentations.

Library Director Benefits

Salary: \$70K-\$80K Commensurate with experience

Generous benefits package including health/dental/vision, paid leave, life insurance, short-term and long-term disability insurance, optional 457 retirement plan

Interested candidates should send a resume and cover letter to careers@lansdale.org. Position is open until filled.