

## Library Director Advertisement

Summary: the Wilkesburg Public Library is seeking a full-time Director to plan, organize, direct, evaluate and review the library's resources, personnel, facilities, services and programs to respond to the needs of the community.

The Library is a department of the municipality, and thereby governed by the Wilkesburg Borough Council and under direct management of the Borough Manager. The Library is also supported by an Advisory Board, and a Friends of the Library 501(c)(3) nonprofit organization.

Essential skills include considerable managerial, financial, planning and analytical capacity; ability to communicate with diverse groups concerning library affairs; ability to handle critical incidents and resolve conflicts involving customers, staff, materials or facilities; initiative, awareness and vision in developing library services; and skill in building and maintaining effective relationships with staff, colleagues, Council and the community.

Specific requirements include a thorough knowledge of the principles and practices of public library administration and functions, including reference, reader's advisory, collection development, circulation; excellent personnel, programming, and community outreach ability; strong personnel management skills; and superior oral and written communication skills.

The Wilkesburg Public Library is housed in the municipal building at 605 Ross Ave, with a branch in the Blackridge neighborhood, and serves a population of 15,000.

Minimum qualifications include a Master's of Library Science degree from an ALA accredited program and five years of progressively responsible work experience in public library management and supervision; a valid driver's license, acceptable driving history, and personal automobile for job-related transportation is also required. The successful candidate will also possess extensive knowledge of, and experience using, public library technology systems, and will be able to leverage cutting edge technology to keep the library relevant and competitive. Salary range is \$42,000-\$45,000 DOQ with a generous benefits package. Hiring is contingent upon successful completion of a criminal background and pre-employment drug & alcohol screening.

For consideration, send a cover letter, resume, and 3 professional references by 5:00 pm August 31, 2015 to: Cindy Bahn, Administrative Assistant, Borough of Wilkesburg, 605 Ross Ave, Wilkesburg, PA 15221, or via email to: [cbahn@wilkesburgpa.gov](mailto:cbahn@wilkesburgpa.gov). EOE