

Library Director

Emmaus Public Library

Job Title: Library Director
Location: Emmaus, Pennsylvania
Position Type: Full-time

About Us:

The Emmaus Public Library is a community-focused public library serving 22,650 residents in Emmaus Borough, Upper Milford Township, and Macungie Borough. We are dedicated to enrich our community and inspire lifelong learning by uniting people, ideas and information.

The Emmaus Public Library is funded by its three member municipalities, the Commonwealth of Pennsylvania and private sources. The Library Director reports to the Library Board of Trustees with full responsibility and authority to carry out the day-to-day operations of the library.

Position Summary:

The Library Director is responsible for the overall administration, management and strategic direction of the library. The Library Director will lead a team of library professionals and work collaboratively with the Trustees, volunteers, Friends of the Emmaus Public Library, the community and local government officials.

Essential Functions and Responsibilities:

- **Personnel Management:** Supervise and support library staff, fostering a positive and inclusive work environment that encourages professional development and teamwork. This includes selecting, educating, supervising and evaluating employees in accordance with policies.
- **Financial Management:** Manage the library's budget, ensuring responsible stewardship of resources. Secure additional funding through grants and fundraising efforts.
- **Facility Management:** Oversee the maintenance and improvement of library facilities to create a welcoming and safe environment for patrons and staff.
- **Technology Integration:** Oversee technology to enhance library services, including digital resources, online catalog systems and emerging library technologies.
- **Community Engagement & Advocacy:** Act as the public face of the library, advocating for the library's mission and building strong relationships with community members, local organizations and government officials to promote library services and partnerships. This includes attending government and community meetings and events.

- Strategic Leadership: Implement the library's strategic vision in consultation with the Trustees.
- Program Development: Oversee the development and implementation of a wide range of library programs and services that meet the diverse needs of the community.
- Collection Development: Manage the library's collection, ensuring it remains current, relevant, and responsive to the community's interests and needs.
- Reporting and Documentation: Prepare regular reports for the Board of Trustees and attend board and committee meetings. Adhere to all regulations, guidelines and requirements of the Office of Commonwealth Libraries and all established legal standards (federal, state, and local). This includes the annual state report and other various reports that may be required.

Qualifications:

- Master's degree in Library Science from a school recognized by the Pennsylvania Office of Commonwealth Libraries or accredited by the American Library Association.
- A minimum of 3 years of progressively responsible library experience, with at least 2 years in a supervisory or managerial role preferred.
- Strong leadership and communication skills, with the ability to inspire and motivate staff and engage with the community.
- Ability to oversee and prioritize multiple operational functions.
- Demonstrate financial management experience, including budget development and grant writing.
- Knowledge of emerging library technologies and trends.
- Commitment to diversity, equity and inclusion in library services.

Compensation:

This is a full-time position. The salary range is \$55,000-\$65,000 (commensurate with experience) with the potential for bonus annually. Additional benefits include paid time off and sick, personal, and bereavement time.

Application Process:

Interested candidates should submit a cover letter, resume, and references to emmauslibrary18049@gmail.com. Please include "Emmaus Library Director Application" in the subject line. Applications will be reviewed upon receipt.

Standard clearances will be required for employment.

We are an equal opportunity employer and welcome candidates of all backgrounds to apply.