

Executive Director Exeter Community Library Job Description

Reports to Board of Trustees

FLSA Classification: Exempt



Background: The Exeter Community Library is part of the Berks County Public Library System. We are among the busiest in the county and in 2023 over 111,000 people walked through our doors and the Library circulated over 270,000 items. Oversees eleven full time and part time staff members.

Opportunity: We are seeking an innovative, energetic and experienced individual to lead the Exeter Community Library as the Executive Director. The ED is expected to work full time and at least 20 of the 40 hours per week must be in person at the library. Reporting to the Library's Board of Trustees, the ED is responsible for overall administration of the Library's budget, staff, policy, planning, and management, and directing all stages of Library operations in accordance with the goals, policies and budgetary decisions of the Library Board of Trustees. The ED responds to the needs of the community in the area of Library services in order to provide patrons and community organizations with the best possible library services.

Duties and Responsibilities: The duties described are indicative of what the ED may be asked to perform. Other duties may be assigned.

Managerial

- Organize and prepare necessary documents for meetings of the Exeter Community Library Board of Directors.
- Direct the operation and maintenance of the Library building.
- Recommend and execute plans to meet community needs for library services, facilities, programs and personnel.
- Serve as an advisor to the Library Board to develop and execute library policies, goals and plans.
- Identify innovative technology to enhance the Library experience.
- Prepare and issue reports for use by staff, Board, community officials and other citizens relating to Library programs.
- Represent the Library before the media and to other agencies and public meetings, including those held by Berks County Public Library System, Commonwealth Libraries and Exeter Township Board of Supervisors.

Personnel

- Recruit, select, supervise and evaluate library staff in accordance with the policies established and approved by the Library Board.
- Handle payroll and tracking of staff paid time off.
- Track staff continuing education credits.
- Ensures that all staff retain required clearances.

Financial

- Prepare annual budget for review by the Library Board of Directors.
- Direct, control, and account for expenditures of Library funds in accordance with budget appropriations.
- Review Library operations and budget, seeking efficiencies.
- Experience writing and implementing grants and fundraising for the non-profit sector.

Public Relations

- Respond to inquiries from the public via phone and email.
- Oversee public relations efforts of the Library.
- Work with the Board and Friends of the Exeter Community Library to enhance the image of the Library and attract donations.
- Represent the Library at various local events and functions, as needed.

Library Collections and Programs

- Supports the Adult Programming Coordinator and Youth Services Librarian as they plan and execute library programs and attends a representative number of programs each month.
- Supports the Assistant Director, Youth Services Librarian and the Circulation Manager in the selection of books and other materials for the library collection.

Records

- Oversee the maintenance of systematic, complete, and accurate personnel, financial and donor records.

Qualification Requirements

To perform the job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

Skills and Abilities

- Diplomacy in interfacing with elected officials, staff, and the public.
- Ability to instruct and train other staff in methods and procedures.
- Excellent record keeping skills, including staff personnel records.
- Ability to understand and interpret budgets and financial reports.
- Prowess in recruiting and ability to make hiring/promotional/termination decisions and prepare performance evaluations.
- Positive attitude that translates into fostering team-building and creativity among staff and volunteers.
- Can demonstrate equilibrium and professionalism when responding to complaints and grievances.
- Knowledge of library principles, practices and resources.
- Familiarity of Spark Evergreen (will be taught if applicant is new to this ILS), library automation systems and other library technologies.
- Ability to prepare reports for presentation.
- Demonstrated knowledge of state and federal laws and regulations pertaining to public libraries.

Language Skills

- Must be comfortable with public speaking and making presentations to the library's varied constituencies including with elected officials, staff, volunteers and the public.
- Excellent written and verbal communication skills with emphasis on clarity and precision.
- Ability to participate effectively in all types of meetings.

Reasoning Ability

- Ability to define problems and navigate a variety of situations.
- Ability to think quickly, maintain self-control and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work and establish priorities.
- Ability to assign work and add or delete duties.
- Ability to delegate work among co-workers, volunteers, or others to meet deadlines.

The job performance of the Library Director will be evaluated regularly by the Library Board of Directors. During the first year of employment, the Director will be evaluated at the end of the first three months, at the end of six months of employment, and at the end of the first year. The job performance of the Executive Director will be evaluated once every subsequent year of employment unless the Board of Trustees chooses to evaluate job performance on a more frequent basis.

Job Type: Full-time

Pay: \$60,000.00 per year plus health stipend and generous paid time off schedule

Schedule:

Monday to Friday (The ED will be expected to work at the front desk to cover lunch breaks when needed)
Weekends as needed

Education:

- Master's Degree in Library Science (or progressively working towards one) plus at least three years of responsible library administration experience including at last two years in a supervisory capacity.
- Must be able to obtain the following PA clearances: Report of Criminal History Clearance from the Pennsylvania State Police; Child Abuse History Clearance from the Department of Human Services; Fingerprint-based FBI criminal history clearance submitted through the Department of Human Services.

*Interested candidates, please send letter of intent and resume with the names of 3 references via email to: Hiring Committee, Exeter Community Library: exeterclhiringcommittee@gmail.com
Phone calls will not be accepted.*