Myerstown Community Library Director

**Job Title:** Director

The Myerstown Community Library Director will have a unique opportunity to cultivate new and innovative programming for community members and students. This is a wonderful role for an individual seeking an opportunity to have the autonomy to make key decisions impacting the future of the Myerstown Community Library (MCL). Current projects include changes to the facility, ongoing work in the Historical Collection, new fundraising events and programming. The Library Director will have the ability to work with the Board of Trustees to enhance user experience and foster meaningful connections in the Myerstown community.

The Library Director will have the opportunity to continue to build on the skills and knowledge of the current and future staff in order to provide excellent service to the community. The Director will be able to work closely with the board to make key decisions for the future of the library. As a member of the Library System of Lebanon County, the Director has the opportunity to network with other professionals in similar service areas. The chosen candidate will also have the ability to build the physical collection of the library, while also recommending digital resources to patrons. The Director will be able to interact directly with the communities they serve and build relationships that extend outside the library walls.

**Mission**

Myerstown Community Library engages with our community to inspire curiosity, expand horizons, and encourage life-long learning.

**Responsibilities and Duties Include:**

- Recommend and implement long-range and short-term goals in order to support the Library.
- Provide direct service to the local community in person, over the phone and via email.
- Supervises the purchase, utilization and maintenance of technology to deliver, monitor and enhance library services.
- Provide monthly and yearly reports to the Board of Trustees.
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- Attends the county librarians’ meetings and participates in the programs of the Lebanon County Library System and reports information to the Board and staff members.
- Approves and monitors all expenditures of library funds to stay within the approved budget.
- Manages internal and external communication of the MCL including but not limited to brochures, newsletters, fliers, and newspaper articles.
- Serves as the immediate supervisor of library staff and recruits, trains, evaluates and when necessary, terminates staff and volunteers.
- Provides leadership and direction for major development projects including construction and renovations of facilities.
- Schedules and supervises contract services, and the maintenance staff and takes appropriate action in emergencies.
- Participates in monthly meetings of the Board of Trustees and provides a detailed report of library operations and developments at each meeting
- Maintains membership and participates in professional library and/or business associations.
- Performs other related duties as assigned.

**Minimum Qualifications (must possess or be able to obtain)**

- Pennsylvania Public Library Certification for a Provisional Librarian
- Pennsylvania Criminal Record Check
- Pennsylvania Child Abuse Clearance
- FBI Criminal Background Check
- Bachelor's degree including 12 credits in library science.

**Preferred Qualifications**

- Pennsylvania Public Library Certification for a Professional Librarian
- Master's degree in Library and Information Science or other relevant degree

**Annual Salary:** 45,000-60,000, commensurate with experience

Applications and questions can be directed to the Myerstown Community Library Board of Trustees President, Jeremy Kegerreis via email at myerstownlibrarypersonnel@gmail.com. Applications will be accepted until the position is filled, but review of applications will begin December 1st.