



60 Tower Drive · Tipton PA 19562 · 610.682.7115 · fax 610.682.7385 · www.berks.lib.pa.us/brandywinecl/

Seeking Library Director (Full-Time)

The Brandywine Community Library, located in Tipton, PA is searching for a Library Director. The Board of Trustees is looking for someone who is motivated, creative, enthusiastic, and tech savvy to continue moving our library forward with the ever changing needs of our patrons. We want someone who will mesh seamlessly with our 4 person staff and help us continue to serve the needs of our four surrounding communities. The library is a member of the Berks County Library System.

Under the direction of the Board, the Library Director will develop, administer, supervise, communicate, motivate and coordinate the work of the library and staff. They will perform managerial duties related to personnel and collection development as well as conform to our established policies. The Director reports to the Board of Trustees and will be required to attend the library's monthly Board of Trustees meetings with a report of any items of concern or updates that occur at the library. The Director will be asked to help develop yearly goals, help with fundraising/marketing ideas, foster the library's involvement in the community, prepare state reports, and assist in yearly budget development. The Director will also attend the monthly Berks County Library System Director's Meetings.

The candidate must qualify as a **Provisional Librarian** in Pennsylvania (Bachelor's Degree plus 12 credit hours of library science) or as a **Professional Librarian** in Pennsylvania.

Additional Requirements: All library positions require the following criminal background and child abuse clearances: report of criminal history from the Pennsylvania State Police (PSP); Child Abuse History Clearance from the PA Department of Human Services (Child Abuse); and Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Salary range: \$30,000 – \$35,000 with sick leave and vacation commensurate with experience and degree. **Hours:** 35 hours per week

Interested candidates should submit a resume, cover letter, and three references no later than **Saturday, September 9, 2017.**

Email: brandywinecl@berks.lib.pa.us

or mail to: Brandywine Community Library
 Board of Trustees
 60 Tower Drive
 Tipton, PA 19562