



Library Director Position Description

Minimum Qualifications

- The Director of the Womelsdorf Community Library will obtain a Library Assistant Certification by the State of Pennsylvania, having completed at least 2 academic years of college and 9 credit hours of library science courses, or in the process of completing the library science credits.
- FBI and PA Criminal Background Checks and PA Child Abuse History Clearance

Duties and Responsibilities

- Administer the library within the framework of the library goals and objectives, policies, and budget. Perform and oversee checking in and checking out items, register new patrons, accept payment of fines, faxing and all other routine daily tasks associated with the running of the library.
- Select, order, catalog, classify, maintain and weed the library collection except for periodicals, or oversee this process. Actively ascertain the needs and wants of Library patrons and community.
- Effectively plan and advertise / market monthly library programs for families and adults. The Director will keep the Board of trustees informed about the planning, organizing, and conducting of the programs. The Director will also inform the Board of Trustees as to the number of patrons attending the programs as well as patron feedback.
- Supervise library staff: oversee scheduling, complete annual performance evaluations, responsible for hiring, training and disciplinary action.
- Answer reference questions and assist staff with reference tasks.
- Submit recommendations for library policies and services to the Board and implement decisions made. Maintain a binder with hard copies of all policies, procedures and job descriptions.
- Attend two mandatory monthly meetings: Library Board and System directors' meeting and other discretionary meetings as needed such as Borough Council meetings.
- Hold and facilitate regular staff meetings. Provide a copy to the board of the agenda for the meeting and provide an update at the monthly board meeting.
- Prepare library reports for the monthly Board meeting, any and all system required reports, the annual PR/Marketing Reports and annual State report.



- Prepare & publish the monthly Library Ledger listing library information & current programs, to be available for patrons one week prior to the month it corresponds.
- Access PA InterLibrary loans and special holds.
- Promote library services via outreach and presentation to community groups.
- Make sure all “Uniform Requirement and Responsibilities” set by the Berks County Public Libraries, system are met.
- Carry out all the above duties under the supervision of the Board of Trustees.
- Evaluate all book donations to determine their use as books that will be placed in circulation, to be used in the Library Books Sales, to be donated to the county Book Bonanza, or to be discarded, or oversee this process.
- Attend a minimum of 10 hours continuing education annually to fulfill System requirements.
- Order or obtain all office, craft and library supplies.
- Maintain the website, Facebook, and Instagram pages: to be regularly updated with current events, newsletters, policies and current information
- Coordinate an effective Volunteer Program, which includes stated responsibilities of volunteers, a training program and evaluation tools.
- Monitor the library's circulation numbers, implement programs, procedures and policies to maintain and grow the library's circulation.
- Ensure that the Board generated and all library policies are appropriately administered and revised as needed.
- Ensure that the services and programs meet the needs and demands of the community so that the Womelsdorf Community Library remains a vital and active resource in our community.
- Maintain the library facilities, grounds, interior, printers, faxes and copy machines
- Prepare and maintain accurate reports and statistical data as required by State Law and Local System requirements regarding the library's operation.
- Make recommendations for the annual budget and be responsible for adhering to the budget allowances established by the board. Seek Library Board's approval when the purchase price of any single item or combination of items is in excess of \$300. Total expenditure on any item must remain within the budgetary allowance for the specific area, regardless of the amount.
- Research grants and apply for any qualifying grants, if applicable.



Salary, Hours, Benefits

- The Library Director is a part-time flexible position with a minimum of 25 hours and maximum of 30 hours weekly.
- The starting hourly wage for the Library Director is \$16/hour to be paid on a bi-weekly basis. Additional consideration will be taken for relevant work experience, educational background, and relevant certifications.
- Upon 6 months of employment, the Library Director will receive 1 personal day (6 hours) to be used by the end of the calendar year, not to be carried over. Additional personal days, and paid time off will be considered at the discretion of the Board of Trustees in annual performance evaluations.
- Upon 6 months of employment, the Library Director will receive 1 paid holiday per calendar year (to be selected from approved Holiday Closures list)
- Attendance of the Annual PaLA Conference upon approval from Board of Trustees
- Potential for reimbursement of tuition and ongoing learning and development opportunities
- The Library Director will not be eligible for medical, dental, vision, or other insurance benefits
- The Library Director will not be eligible for retirement benefits
- The Board of Trustees will be responsible for the annual performance evaluation of the Library Director