

Huntingdon Valley Library

Executive Director Job Description

General Description

An administrative position of considerable responsibility involving the management of the Huntingdon Valley Library (HVL), its collection, and the provision of library services to patrons and community organizations. Duties include policy recommendations, planning, and direction and administration of library activities. This position works under the direction of the Library Board of Directors.

Primary Responsibilities

- With the Board, executes and adjusts the Strategic Plan's goals and projects for collections, services, and programs to meet community needs and support the Library's mission and vision.
- Researches policy recommendations for the Board, prepares reports (including narrative and statistical reports), and implements policies and procedures.
- Supervises the library staff, directly or through appropriate delegation, to create a harmonious and effective team environment.
- Administers personnel policies and procedures for library employees, including recruitment, selection, training, development, scheduling, and evaluation, either directly or through appropriate delegation.
- Responsible for developing print and non-print collections, including selection, organization, maintenance, preservation, withdrawal, and disposal of materials, either directly or through appropriate delegation.
- Oversees technical services, library automation, and networking.
- Prepares the annual budget with the Board Finance Committee for presentation to the Board and Lower Moreland Township Board of Commissioners.
- Responsible for the management of the budget, payroll, collection and counting of fines and fees, the annual audit, and cash flow.
- Supports fundraising efforts with the Board and Friends organization.
- Oversees facilities management issues and budgets for maintenance and repairs in coordination with Lower Moreland Township.
- Participates in the planning and management of adult programming.
- Stewards relationships with all community and library organizations.
- Represents the Library to the Montgomery County Library & Information Network Consortium Board of Directors, with expectation of committee liaison and future officer participation.

Additional Responsibilities

- Ability to practically apply the Library Board's vision and mission.
- Ability to initiate, organize, and follow through on all programs, services, and projects.
- Solid knowledge of current trends and developments in the library profession.
- Thorough knowledge of library resources, print, non-print, and electronic.
- Assists with direct patron services and participates in the Saturday rotation.
- Ability to direct a public relations program to promote and publicize the library's collections, services, and programs within the community.
- Advises, consults, and confers with other libraries, professionals, officials, citizens, and community groups.
- Periodically reviews and evaluates the library's services and programs.
- Prepares grant requests and statistical reports to state and federal agencies and non-profit foundations. Administers grant funds upon award.
- Prepares and reviews vendor contracts and RFPs as needed.
- Ability to represent the library at professional and community meetings.
- Ability to read and interpret complex policies and financial and statistical information, as well as prepare meaningful financial reports.
- Attends conferences, workshops, and meetings, and reads professional literature to stay informed on library management issues and services.
- Performs other duties, as required.

Required Knowledge, Skills and Abilities

- Knowledge of the principles, theories, objectives and practices of library management and library science.
- Ability to understand and interpret library policies, procedures and rules, including personnel policy.
- Committed to excellence in customer service.
- Strong oral and written communication skills.
- Ability to work independently.
- Ability to organize work for efficient use of time and keep records accurately.
- Ability to prepare administrative reports in a clear, logical manner.
- Ability to troubleshoot and train staff on software and hardware.
- Ability to interact courteously and effectively with elected and appointed officials, township employees, library staff and volunteers, the library's business contacts, and the general public.
- Ability to plan, organize, supervise, and evaluate the work of employees and volunteers in diversified library activities.

Qualifications

- Ability to qualify for Professional Library Certifications required.
- Master's Degree in Library Science from an ALA accredited institution preferred.
- Minimum of 5 years of progressively responsible library administration experience, including at least three years in a supervisory capacity.

Physical Requirements

- Regularly required to stand, walk, bend, kneel, crawl, reach, balance, and sit.
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms.
- Vision and hearing at or correctable to "normal ranges."
- Ability to work under stress from deadlines, public contact, and changing priorities and conditions.
- Ability to operate computers with high proficiency using library software, word processing, spreadsheets, and the Internet.
- Ability to view a computer monitor and/or operate a keyboard for extended periods of time.
- Ability to push and pull library book trucks weighing 100-300 lbs.
- Ability to carry up to 15 lbs of books across the library.
- Ability to sit or stand for long periods.
- Ability to travel to attend meetings both inside and outside of Montgomery County.
- Reasonable accommodation may be made to enable individuals with disabilities to perform this position.

General Requirements for All Library Employees

- Ability to project professional workplace image.
- Ability to adapt to change.
- Ability to learn new computer skills, programs and interfaces.
- Ability to develop and maintain positive working relationships.
- Ability to comprehend and follow library policies and procedures.
- Ability to develop an awareness of library-wide operations.
- Ability to exercise good judgment at all times.
- Ability to meet physical requirements of specific job title.
- Ability to provide the following at the time of hire:
 - Pennsylvania State Police Request for Criminal Records Check,
 - Department of Public Welfare Child Abuse History Clearance, and
 - Federal Criminal History Record Information, and
 - Completion of the Pa State Mandated Reporter Training within 60 days.