

**BALDWIN BOROUGH PUBLIC LIBRARY  
LIBRARY DIRECTOR  
SEPTEMBER 2021**

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**POSITION: LIBRARY DIRECTOR**  
**REPORTS TO: BOARD OF TRUSTEES**  
**DIRECT REPORTS: ALL STAFF MEMBERS**  
**CLASSIFICATION: EXEMPT**

**SUMMARY**

The successful candidate will be a versatile professional able to work in complex environments. They will be able to implement innovative ideas to enhance the Baldwin Borough Public Library's community image and growth trajectory. They will work with library trustees to implement the new 5-year strategic vision for the library. They will provide leadership in the library, community, and the library profession and will be responsible for carrying out the mission of the library.

**ESSENTIAL JOB FUNCTIONS**

- Develop, implement, and evaluate library services to meet community needs.
- Coordinate work of library, *i.e.* public services for adults, teens, and children; technical services; information technology; circulation, and administration.
- Serve as personnel officer for library. Develop growth and development plans with each staff member.
- Ensure effective and efficient operation of the library.
- Prepare and administer library budget.
- Coordinate fundraising and library development.
- Apply for and administer public and private grants.
- With the Board enhance and evaluate the library's technology, social media, and marketing plans.
- Monitor library building to ensure physical plant meets library needs.
- Sustain and grow relationships with community leadership. With the Board of Trustees act as library representatives for the community.
- Cooperate with other libraries, community agencies, and groups to improve library service in the county.
- Submit reports to Library Board, County Library Association, and State Library.
- Continue the growth and development of library support groups. *i.e.* Friends of The Library.

**EXAMPLES OF WORK**

- Hire, manage, and evaluate library staff. Plan and supervise in-service training for staff.
- Approve invoices for payment.
- Specify and approve orders for library equipment.
- Report library statistics to receive appropriations from state and county.
- Inform Library Board of library policy issues, activities, and trends.
- Formulate and recommend policies to library board.
- Coordinate library fundraising activities such as annual appeals, future capital campaigns, and others as needed.

**Position:** Library Director

**Description:** This position plans, organizes, directs and coordinates all activities of the library under the direction and review of the Board of Trustees in accordance with all of the adopted by-laws, objectives and policies.

**Working Relationships:**

- Internal: Board of Trustees, Library staff, volunteers  
External: Library patrons, vendors, community organizations, state and local government representatives.

**Supervisory Roles:** All staff

**Essential Duties:**

***Library Board of Trustees***

- Reports at monthly meeting to the Board of Trustees.
- Formulates and recommends new policies and changes to existing policies.
- Implements policies as adopted by the Board of Trustees.

***Personnel***

- Oversees recruitment, training, supervision and evaluation of all library personnel; determines workload and responsibilities.

***Finance and Budget***

- Prepares, presents and manages the annual library budget in consultation with the Board of Trustees.

***Library Development***

- Plans, directs and evaluates a balanced program of library services in relation to the needs of the community.
- Initiates, coordinates and implements long-range planning process.
- Develops and implements an active public relations program.

***Community Relations***

- Represents the library in the community through committees and organizations.
- Develops and maintains contacts with legislators and key local officials.

***Professional Development***

- Participates in local, state and national professional organizations.
- Attends professional meetings, conferences and workshops.
- Researches current issues, trends, principles and practices of modern librarianship.
- Knows local, state and national laws that affect libraries.

### **General Administrative Duties**

- Coordinates all aspects of collection development including policies, selection, acquisitions, cataloging, circulation and weeding.
- Prepares all required reports for the Board of Trustees, Borough Council, Allegheny County Library Association and the State Library.
- Monitors library building to insure physical plant meets library needs.

### **Qualifications:**

- MLS/MLIS degree from an ALA-accredited program;
- Three to five years of increasingly responsible supervisory experience in a library setting.

All persons who apply for employment with BBPL will be required to obtain the following clearances:

- Pennsylvania Child Abuse History Clearance from the Department of Human Services
- Pennsylvania State Police report of criminal history
- FBI fingerprint based federal criminal history

### **Knowledge and Skills:**

- Excellent interpersonal skills and the ability to communicate effectively and appropriately with people from diverse backgrounds.
- Able to work independently and within a team model, allowing for flexibility in a people-driven environment.

### **Work Environment:**

Physical requirements include sitting; lifting of books and files of approximately 20 lbs. or less; pushing of book cart of approximately 35 lbs. or less; bending, squatting, standing, and reaching as needed. Work requires extended periods of time viewing a computer video monitor and operating a keyboard.

*BBPL is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*