

Galeton Public Library is taking applications
for a
LIBRARY DIRECTOR

This is a 35 hour a week position which requires 48 college credits and completion of 9 library science credits.

A cover letter, resume and 3 professional references may be sent to:
Galeton Public Library
Attention: Personnel Committee
5 Park Lane
Galeton, PA 16922

Or emailed to gplboard16922@gmail.com

Cover letters, resumes and references will be accepted until the position is filled.

The Galeton Public Library is located in Potter County in North Central Pennsylvania and is a member of the North Central Library District and the Potter-Tioga Library System. It serves the Galeton borough and surrounding communities with a population of approximately 2,000. The Library is seeking someone who will be actively involved in developing creative services and programs for all ages and who will ensure a welcoming, supportive environment for staff and customers.

Full job description below.

Position: Library Director, Galeton Public Library

Position Summary: Oversees the day-to day operations: budget, personnel, collections, facilities, and programming of the library. The Director will advise the Board of Trustees to ensure logical and quality oversight of the library.

Duties and Responsibilities:

- Oversight of the library budget and preparing reports and presentations
- Managing library collections, including selecting all library material, cataloging and automated library systems
- Hiring, training, supervising, and scheduling library staff
- Cooperating with the board, community officials, and groups in planning library services and programs
- Supervising the maintenance of all library facilities and equipment
- Engaging in public outreach to bring groups to the library as well as bring the library to outside groups
- Participate and collaborate with the board in regard to grant writing, publicity, and donor relations
- Assist the library board in fundraising
- Other duties as assigned

Skills:

- Desire to meet and serve the library's community
- Ability to think analytically and to develop new or revised systems procedures, and work flow
- Ability to exercise initiative and independent judgement
- Knowledge of computers, the internet, and current technology
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- Ability to make administrative decisions, interpret policies, and supervise staff
- Ability to motivate, establish, and maintain effective working relationships with associates, supervisors, volunteers, other community agencies and the public
- Ability to organize job duties and work independently
- Creativity to develop and implement library programs and services
- Ability to communicate both orally and in writing
- Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the library's operation

Education Level- 48 credits including 9 credits in Library Science from an accredited college or university or a commitment to obtain 9 credits in Library Science. Note: The library will cover the cost of the 9 credits in library science with the expectation that the prospective candidate stay on for a minimum of 2 years.)

Additional Requirements:

- A valid PA's driver license and willingness and ability to conduct off site programs as required.
- Must be able to provide state and FBI clearances upon hire. If offered the position, the offer will be contingent upon the candidate completing and submitting the following documentation prior to start date. All Clearances must be dated within one year of the start date and must be completed for the purpose of Employment. Volunteer clearances will not be accepted.
 - Pennsylvania Child Abuse Clearance
<https://www.compass.state.pa.us/CWIS/Public/home>
 - Pennsylvania Criminal History Record
<https://epatch.state.pa.us/>
 - Federal Criminal History Record
<https://www.education.pa.gov/Educators/Clearances/CHRI/Pages/default.aspx>
<https://uenroll.identogo.com/>
 - Mandated Reporter Training Certificate
<https://www.reportabusepa.pitt.edu>

Relationships:

Reports to the Board of Trustees

Directly supervises staff and volunteers

Salary: \$13.50-\$14.00/hour (dependent on library education credits)

Benefits: 2 weeks vacation and 6+ holidays during the year