



# Jefferson Hills

— Public Library —

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**Available Position:** Library Director

**Reports to:** Board of Directors

**Are you an innovative, community-focused leader with a passion for libraries and the role they play in enriching lives?**

Jefferson Hills Public Library is seeking a dynamic Library Director to guide our library into the future, ensuring that we continue to evolve in response to the needs of our vibrant community.

Jefferson Hills Public Library is a vibrant community hub located just 13 miles south of Pittsburgh, serving approximately 12,500 residents. As a member of the Allegheny County Library Association (ACLA), the library offers a diverse range of programs, resources, and a well-rounded collection to meet the needs of its community. With something for everyone, the library hosts a variety of engaging programs, including a Gaming Club, story time for children, crafting experiences, and educational workshops for all ages. Whether you're looking to learn, connect, or create, the library is a welcoming space for all.

Building on its strong foundation, Jefferson Hills Public Library is seeking a Library Director to lead the way forward. In this role, you will provide visionary leadership by guiding day-to-day operations, overseeing programs and services, and fostering a dynamic, community-centered environment. You'll work closely with the Board of Directors, library staff, and community stakeholders to shape the library's strategic direction, ensuring services evolve to meet the community's needs. This role involves managing staff and resources, ensuring financial sustainability, and building strong relationships with local officials and community groups to enhance the library's impact, visibility, and culture of collaboration and innovation. Additionally, you will guide the library into the future by overseeing growth through a facilities renovation, ensuring the library remains a welcoming, modern space for generations to come.

**Qualifications**

- Master's in Library Science from an ALA-accredited university
- Minimum five (5) years of library experience, including two (2) years in a supervisory role, preferred.
- Able to develop and sustain an organizational structure that supports high quality library programs and services.
- Effectively communicates verbally, in writing, and through public presentations to engage all stakeholders.
- Develops collaborative relationships with board members, patrons, staff, and the community.
- Innovative knowledge of library technologies to support services and operations.
- Advocates for the Jefferson Hills Public Library at the local and state levels.
- Solution-focused thinking in operational areas related to supervision, budgeting, and fundraising.
- Experience implementing and facilitating public library policies, procedures, and standards of service.

- Applies forward thinking leadership that is inclusive of stakeholder needs.
- Knowledge of current and evolving trends in library services, collection development, and programs.
- Well-versed in federal, state, and local regulations that govern library operations.

## **Essential Functions and Responsibilities**

### ***Library Operations Management***

- Oversee operations and public services to ensure library operations align with Board policies and Pennsylvania state regulations.
- Direct and participate in long-range planning for the library to improve internal functions and the delivery of services to the community.
- Evaluate long and short-term projects, as well as daily operations, to keep the services of the library current and meeting public/community needs.
- Attend and participate in all meetings of the Board and its committees.
- Work closely with the Library Board to recommend plans for programs, policies, and services, and advise on key operational areas while supporting strategic planning and reporting.
- Continuously expand knowledge of the latest trends in library services and leadership through professional development.
- Supervise facilities management to maintain and enhance the library's physical space.
- Oversee and coordinate renovation projects to maintain and improve library spaces.

### ***Budget and Financial Oversight***

- Prepare the annual library operating budget, including revenue and expenditure history, analysis, and future projections.
- Approve financial and purchasing requests.
- Advise the Board on financial matters.
- Negotiate contracts with vendors for necessary services.
- Research, write, and coordinate grant proposals and effectively implement the use of funds.

### ***Staffing and Leadership***

- Determine staffing needs.
- Recruit and hire qualified staff to meet the library's operational needs.
- Oversee the training and orientation of new library staff members.
- Offer ongoing professional development opportunities for all staff to expand their knowledge, refine skills, and ensure the delivery of exceptional customer service.
- Coordinate staff duties and schedules, while monitoring and adjusting staffing patterns to ensure efficiency.
- Perform staff evaluations to provide constructive feedback and support professional growth and development.
- Write and review staff job descriptions to define essential functions.

### ***Collection and Program Development***

- Supervise the development, delivery, and evaluations of high-quality library programs and services to the community.
- Oversee the maintenance of the library's collection and develop policies related to the selection and purchase of all library materials.
- Supervise the development, implementation, and evaluation of library programs.
- Work with staff and community groups to plan, execute, and market library programs that meet the needs of the Jefferson Hills community.

### ***Community Engagement and Advocacy***

- Create and nurture a welcoming library environment by prioritizing exceptional customer service and fostering positive interactions with all patrons.
- Assist patrons as needed.
- Advocate for the library through contacts with the public, civic organizations, and public officials.
- Serve as a representative of the library and coordinate its activities as a member of ACLA and EINetwork.
- Serve as liaison with Friends of the Jefferson Hills Public Library.
- Act as the library's liaison and representative to the Borough of Jefferson Hills and the Jefferson Hills Council.
- Deliver a presentation to the Jefferson Hills Borough Council at least once per year to provide updates on library activities, programs, and services.

**Physical Demands:** 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 accommodation may be made to enable an individual with a disability to perform the essential functions.

- Able to speak clearly and distinctly when communicating
- Adequate vision to perform duties
- Ability to kneel, crouch, bend, and reach
- Occasional use of stairs, stools, step ladders, or chairs to reach certain areas and items
- Lift, carry, push, or pull loads up to 30 pounds
- Ability to operate a motor vehicle
- May require standing and/or sitting for extended periods

The information contained in this job description is intended to comply with the Americans with Disabilities Act (ADA) and provides a general overview of the essential duties of this position. This job description does not represent an exhaustive list of all responsibilities or tasks assigned, and additional duties may be assigned as necessary.

**Travel:** Occasional local and regional travel to events and meetings is required. Must provide own transportation in the conduct of duties.

**Additional Requirements:** Must possess Pennsylvania Child Abuse Clearance, Pennsylvania Criminal History Clearance, and FBI Fingerprint Clearance. Mandated Reporter Training with a certification of completion is required.

**Benefits:** Jefferson Hills Public Library offers a generous benefits package.

- 15 days of Paid Time Off (PTO)
- Eligible for a simple IRA retirement with 3% match
- Eligible for health insurance through Health Care Reimbursement Agreement

**Status:** Full-Time Professional, Exempt

**Salary:** \$50,000 - \$70,000 (annually)

### **Why Jefferson Hills Public Library?**

As the Library Director, you'll have the opportunity to shape the future of a community-centered library, drive change, and ensure that we remain a trusted resource for knowledge, innovation, and inspiration. Jefferson Hills is a beautiful, welcoming community where you will be supported by a committed Board and an engaged team of staff members.

If you're ready to bring your vision, passion, and leadership to a community that values learning and growth, we want to hear from you!

### **How to Apply:**

Interested candidates should submit a cover letter, resume, and three professional references to the **Lindsay Pfister** at **coach@LPKcoaching.com**. In the subject line, please put **JHPL Library Director Application**. Application deadline is **February 14, 2025**.

*Jefferson Hills Public Library is an equal opportunity employer committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.*