**Waynesburg, PA —** The Eva K. Bowlby Public Library is now accepting applications for its next Executive Director. Located in the heart of Greene County, this medium-sized rural library is a vital community resource known for its dedication to empowerment, lifelong learning, and enrichment.

The Library Board of Directors is seeking a dynamic leader who will continue to build on the library’s strong reputation and guide it into the future. The ideal candidate will demonstrate:

* **Strategic leadership** with innovative thinking
* **Strong interpersonal and communication skills** to connect with the community
* **Excellent management capabilities** to lead staff and oversee operations

This salaried/full-time leadership role reports to the Library Board of Directors and involves strategic planning, community outreach, fiscal oversight, staff supervision, and program development.

**To see full job requirements/qualifications, and pay please visit: www.evakbowlby.org**

📅 **Application Deadline: August 1, 2025 (or until filled)**  
 📧 **To apply, send a cover letter, resume, and references to**: mcclure.kathy[@evakbowlby.org](mailto:admin@evakbowlby.org) *Subject line: "Bowlby Executive Director Application"*

### **Lead Our Library: Eva K. Bowlby Public Library Seeks Executive Director**

**Waynesburg, PA —** The Eva K. Bowlby Public Library, a cornerstone of Greene County’s educational and cultural community, is seeking a passionate, strategic, and forward-thinking Executive Director to lead the library into its next chapter of excellence and innovation.

Located in Waynesburg, Pennsylvania, the library is classified as a medium-sized rural institution that has long served as a vital resource for lifelong learning, empowerment, and community enrichment. Reporting directly to the Library Board of Directors, the Executive Director will play a central role in advancing the library’s mission:

*“Connecting the community with opportunities to enrich lives through empowerment, lifelong learning, and recreation, opening windows to the world and inspiring exploration and achievement.”*

### **The Ideal Candidate Will Exemplify:**

Successful applicants will bring a blend of visionary leadership, collaborative spirit, and operational expertise. The library is seeking a candidate who:

* **Strategic Leadership:**  
   A strategic leader is forward-thinking and innovative, effectively building upon and utilizing available resources to advance the library’s mission. This includes setting clear goals, anticipating future needs, and guiding the library through change with confidence and vision.
* **Effective Interpersonal Skills:**  
   Cultivating strong and meaningful relationships with the community, staff, board members, and other stakeholders is vital to fulfilling our mission and increasing the library’s impact. This requires clear communication, active listening, and the ability to foster a welcoming, collaborative environment.
* **Strong Management Expertise:** The executive director is responsible for many roles and duties. Success in this position requires strong organizational and time management skills, close attention to detail, the ability to manage multiple deadlines efficiently, and skills in prioritizing and delegating tasks.

### **Key Responsibilities Include:**

**Strategic Planning**  
 Collaborate with the board and local stakeholders to develop strategic plans and fundraising streams; support policy development; prepare agendas and reports; manage official records; create the annual budget; and assist in the recruitment and orientation of new board members.

**Community Outreach & Advocacy**  
 Develop and implement programs, resources, and services tailored to the needs of Waynesburg and the surrounding Greene County region. Engage with the public through open communication and actively recruit and train volunteers.

**Operations Management & Staff Supervision**  
 Ensure the library operates in compliance with all laws, codes, and regulations. Oversee staff recruitment, hiring, training, supervision, and performance evaluation to maintain an effective team.

**Fiscal & Facilities Oversight**  
 Manage the library’s financial expenditures within board-approved parameters. Ensure the safety and well-being of all patrons, volunteers, and staff in accordance with local and state health guidelines.

**Professional Librarianship**  
 Stay current on public library trends and innovations. Oversee collection development and programming to ensure continued relevance and engagement.

Perform additional duties as assigned by the board.

### **Minimum Qualifications:**

* A minimum of three years of administrative experience in public libraries and customer service, with progressively increasing responsibilities, including at least two years of direct staff supervision
* In-depth knowledge of current principles, practices, and emerging trends in public library services
* Possession of a valid professional librarian certification issued by the Commonwealth of Pennsylvania
* Required clearances to be submitted at the time of hire: Federal Criminal History Clearance, Pennsylvania State Criminal Record Check (Act 34), and Pennsylvania Child Abuse History Clearance (Act 33/151)

### **Other Skills & Requirements:**

* Must have a valid driver’s license, insurance, and access to reliable transportation
* Ability to remain stationary for extended periods
* Ability to move library materials up to 25 lbs.
* Ability to reach and access lower shelving units (reasonable accommodations available)

### **Position Pay:**

### Salary is ranged between $45,000 - $55,000 and will be proportionate to qualifications and experience.  Benefits include vacation days, sick leave, dental and eye insurance, and optional participation in an IRA investment account with a 3% match from the library.

Submit a cover letter, resume, and names of three references to mcclure.kathy@[evakbowlby.org](http://evakbowlby.org/).  Please include *“Bowlby Executive Director Application”* in the subject line. The position will remain open until filled, with a potential starting date at the earliest opportunity. All applications will be reviewed upon receipt.