

Director of Public Library

McKees Rocks, PA

Description

About Focus On Renewal:

Focus On Renewal Sto-Rox Neighborhood Corporation (FOR) is an umbrella and pillar community organization devoted to addressing much needed social services ranging from food security, nutrition, early-childhood education, family support groups and mental health, to library and arts programs for all ages. Focus On Renewal employs 30+ staff at four locations throughout McKees Rocks and Stowe Townships. We work with a wide range of partners to ensure high quality programming is accessible to all 13,000 residents of the Sto-Rox Community. Our mission states that Focus on Renewal's programs and partnerships connect children, adults, and families with the relationships, resources, and opportunities needed to develop and sustain a thriving community.

Position Summary:

Performs professional and administrative duties in planning, developing, implementing and directing library services for the FOR Sto-Rox Public Library. This position carries out and helps design the library's procedures and community focused strategic plan and provides the leadership to ensure quality services and programming to advance the overall organization's mission.

Essential Job Responsibilities:

- Works closely with Focus on Renewal staff to ensure the library programs meet the needs of the diverse community the organization serves.
- Plans and evaluates library services to meet community needs in consultation with the library staff and coordinates work of all library functions and/or departments, i.e., Adult, Young Adult and Children's, Technical Services, Circulation, and Administration.
- Oversee the library operations including, cataloging, collection development, electronic resources and assessment.
- Remains current with professional best practices, participating in Allegheny County Library Association (ACLA).
- Manages all employment activities associated with the library staff with involvement of the Deputy Director.
- Prepares and administers the library budget in partnership with the Director of Finance.
- Administers and writes grants in support of the library including managing awards and financial gifts.
- Assures compliance with all regulations and documentation required by ACLA and funders.
- Prepares reports for Focus on Renewal, the Allegheny County Library Association, Allegheny Regional Asset District, Office of Commonwealth Libraries and other requesting organizations.
- Interacts with vendors to ensure the best price and quality for department materials, technology, supplies, equipment, maintenance, etc.
- Reviews and approves invoices, employee time sheets, employee expenditures, bank statements and other financial statements.
- Directs the development and maintenance of the library collection in formats mandated by regulations and reflective of the community and larger system needs.
- Coordinates library's technology functions with Ei Network.
- Monitors the library location to ensure the physical plant meets the library needs.
- Cooperate with other libraries to improve library service in the county.
- Completes reports for and monitor participation in county initiatives and shared services.

- Regularly participates in system-wide meetings, i.e. Librarians Advisory Council, General Membership, Professional Development, etc.
- Participate in developing and designing fundraising efforts as well as strategic planning
- Represents the library and arts programming interests at Board of Directors, company and community meetings, etc.

Additional Job Responsibilities:

All other duties as assigned.

Requirements

Required Qualifications

- Master's degree in library and information science from an ALA accredited program
- Three to five years progressive experience in a library setting
- Thorough knowledge of current trends and developments in the library field
- Proven success in designing and executing community and partnership focused programming
- Strong people management skills
- A proven record in working successfully with diverse populations
- A positive attitude and ability to plan and readily adapt to change
- Strong interpersonal, oral and written communication skills
- Proficient in the use of Microsoft and Google applications
- Clean Act 33/34 clearances must be provided prior to employment

Preferred Qualifications

- Resident of the Sto-Rox community
- Diversity, Equity and Inclusion orientation
- Eager to adopt and implement a creative and trendsetting library.

Salary Description

50,000-60,000