Job Opportunity: **Director, Jeannette Public Library**

Location: 500 Magee Ave., Jeannette, PA 15644

 The Jeannette Public Library’s service area of 12,948.

 The library is a member of the Westmoreland County Library System & District. The library is open 45 hours per week.

Position: Part-time Library Director, 30 hours per week or as state requires. Occasional evenings and Saturdays.

 $18-$22 per hour depending on experience, 2 weeks (8 days or 60 hours) of paid time off per year.

Reports to: Jeannette Public Library Board of Trustees

Job Summary: The Director must be a motivated and enthusiastic leader dedicated to public service and able to strengthen relationships between the library and the community (including municipal leaders and stakeholders).

 Oversee a staff of 6, part-time employees and any volunteers.

 Manage library budget, reporting, and presentations.

 Strong communication, organizational and leadership abilities.

 Above average technology skills, with proficiency in social media and digital technology.

Preferred: Prior experience in libraries or nonprofits with strong skills in supervision, grant writing and fundraising

Required: Minimum of 2 years of college with 9 credits in library science (PA Library Assistant Certification). If not already completed, these credits must be completed within 18 months of hire.

Clearances: PA State Police, Child Abuse History (PA Dept. of Human Services) and FBI fingerprinting.

How to Apply: Submit your resume and cover letter including three references to JeannettePLib@yahoo.com