

## Overview

The ideal Executive Director is a dynamic and forward thinking leader that paves the path for the future while collaborating with the community to ensure quality services. They are responsible for the management and operation of the libraries and programs of services in accordance with policies established by the Board of Directors. The director works in close cooperation with the board, serving as its advisor and as an active participant in policy and budget development, goal setting, planning, and evaluation. This position reports to the Board of Directors.

### What you will do:

- Oversee the strategic plan
- Ensure the strategic plan prioritizes services for our diverse community's changing needs
- Manage a \$1,000,000+ budget
- Lead a staff of 20+ employees
- Assess and evaluate programs and services
- Recruit, develop, and retain staff
- Implement inclusive hiring practices
- Inform and advise the library board
- Ensure advocacy efforts are well executed
- Draft, implement, and evaluate equitable policies and procedures
- Foster an inclusive culture for staff and public
- Foster a work environment that is inclusive and promotes staff development
- Implement supportive staff and public policies
- Ensure policies developed with an equity lens
- Build rapport and facilitate dialogues fostering partnerships with diverse community groups and social service agencies

### What you need:

- MLIS/MLS/MSLS from an ALA accredited program.
- Five or more years of professional experience in a library, with supervisory and administrative experience
- Experience designing, implementing, and evaluating library programs and services
- Ability to interpret community needs
- Knowledge of budgeting, public library finance
- A comprehensive knowledge of public library philosophy, practices, services and procedures and the ability to apply such knowledge to work performed
- Ability to plan and manage workload, meet deadlines, attend to detail, and complete quality work
- Leadership ability and a high degree of motivation, initiative, and resourcefulness

This job posting highlights the most critical responsibilities and requirements of the job. It's not all inclusive. There may be additional duties, responsibilities and qualifications for this job.

Job Type: Full-time, benefits, including evenings and weekends

Salary: \$80,000 - \$90,000 depending on experience and qualifications

The Penn Hills Library is a 501c3 nonprofit library in Allegheny County with a service area of over 40,000 residents. We believe in engaging the community, supporting their needs, and charging no fines or fees for service.

We are an Equal Opportunity Employer.

Please email resume and cover letter to [PHLibDir@icloud.com](mailto:PHLibDir@icloud.com) by February 13, 2026.