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## *Library Director*

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**Organization:** South Park Township Library

**Location:** South Park, Pennsylvania

**Reports To:** Township Manager

### **Position Summary**

The South Park Township Library Director provides visionary leadership and day-to-day management of the Library to ensure high-quality, responsive services for the community. The Director is responsible for strategic planning, financial stewardship, staff leadership, fundraising, collection development, and excellent customer service. This position works closely with township officials, the Library's Advisory Board, the Friends of the Library, community partners, and the public to support the Library's mission and long-term sustainability.

### **Key Responsibilities**

#### **Administration & Leadership**

- Provide overall leadership and direction for library operations, programs, and services
- Develop and implement policies, procedures, and strategic initiatives in collaboration with the Township Administration
- Serve as the primary representative and advocate for the Library within the community

#### **Budget & Financial Management**

- Develop, manage, and monitor the annual library budget
- Ensure responsible financial stewardship and compliance with applicable regulations
- Prepare statistical and financial reports for the Township Manager and Board of Supervisors

#### **Staff Development & Supervision**

- Recruit, supervise, and train library staff

- Foster a positive, inclusive, and collaborative work environment
- Support ongoing professional development and performance improvement

### **Fundraising & Grant Writing**

- Lead fundraising initiatives, including donor development and special campaigns
- Research, write, and manage grants from public and private sources
- Build relationships with donors, foundations, and community organizations

### **Collection Development**

- Oversee the selection, acquisition, evaluation, and maintenance of library collections
- Ensure collections reflect community needs, interests, and diversity
- Manage materials budgets and vendor relationships

### **Customer Service & Community Engagement**

- Ensure high standards of customer service and public engagement
- Respond to patron concerns and feedback professionally and effectively
- Promote library services, programs, and resources to the community

### **Qualifications**

#### **Required**

- Master's degree in Library Science (MLS or MLIS) from an ALA-accredited program
- Demonstrated experience in library administration or progressively responsible library roles
- Strong budgeting, organizational, and leadership skills
- Excellent communication, interpersonal, and writing skills
- Knowledge of public library operations, trends, and best practices

#### **Preferred**

- Experience with fundraising and grant writing
- Experience working with a library board and/or municipal partners

#### **Skills & Abilities**

- Strategic thinking and problem-solving
- Ability to manage multiple priorities and deadlines
- Commitment to public service and community engagement
- Proficiency with library technologies and information systems

### **Work Environment**

- Primarily onsite in a public library setting with some meetings at outside locations
- Evening or weekend hours may be required for meetings or events

### **Compensation**

- South Park Township offers a generous benefits package including paid vacation and personal time, sick time, health insurance, vision and dental benefits, and pension benefits
- The salary for this position is \$65,000-\$70,000 annually

Please send a resume detailing relevant experience to [southpark@southparktwp.com](mailto:southpark@southparktwp.com) by March 2, 2026.

South Park Township Library is an Equal Employment Opportunity Employer.