

Carnegie Library of Homestead (CLOH) seeks a Library Director

Full-Time | Primarily daytime hours, with occasional evenings and weekends

Lead a library that's anything but ordinary.

The Carnegie Library of Homestead is seeking a dynamic, community-driven leader to serve as our next Library Director. This is more than a management role—it's an opportunity to shape how a historic, multi-use institution serves its community today and into the future.

Reporting to the Executive Director, the Library Director oversees all library operations—guiding strategy, people, programs, and partnerships. You'll sit at the center of it all: connecting patrons to resources, staff to purpose, and the library to the broader community. You'll also collaborate closely with fellow Department Directors to create the kind of unique, cross-functional programming that only CLOH can offer.

Strategic Leadership & Operations

- Lead the direction of library services, aligning daily operations with CLOH's mission, vision, and goals
- Develop programs, services, and staffing plans that reflect evolving community needs
- Track and use data and insights to evaluate performance and strengthen impact

Financial & Administrative Stewardship

- Work with the Leadership Team to develop and manage the annual operating budget
- Collaborate with the Development Director to secure and manage multiple grants, ensuring compliance with all guidelines and deadlines
- Ensure timely completion of key reports, including state reporting, audits, and funding plans
- Maintain compliance with all governing and partner organizations

Community Engagement & Partnerships

- Build strong relationships with schools, businesses, service organizations, and local leaders
- Represent CLOH in regional and state networks, including the Allegheny County Library Association

Team Leadership & Culture

- Mentor and retain a high-performing team.
- Oversee hiring, training, performance management, and professional development
- Foster a collaborative, inclusive, and engaging workplace culture

Innovation & Communication

- Champion creative programming, outreach, and marketing initiatives
- Leverage technology and best practices to enhance the patron experience

Qualifications

- Master's degree in Library Science (MLIS)
- Minimum of 5 years of library experience, including 3+ years in a supervisory role

Skills That Matter

- Clear, confident communication—written and verbal. MS Office knowledge a must. Familiarity with various online library software is a plus.
- Proven leadership skills, committed to mentoring and developing others
- Analytical and problem-solving abilities
- Excellent organizational skills with the ability to manage multiple priorities
- Comfort presenting to groups and engaging diverse audiences

Benefits & Perks (aka: Why You'll Want This Job)

- Competitive salary based on experience
- 100% employer-paid medical benefits for you; family coverage available
- 401(k) retirement plan
- Generous vacation and PTO
- Free gym membership and concert tickets to CLOH events (a perk of being part of something bigger)

At CLOH, we are more than books—we are hub for learning, connection, opportunity.

If you're ready to lead with purpose and make a meaningful impact in our community, we'd love to hear from you. Please submit a PDF of your resume, cover letter (with salary requirements), and 3 professional references. Send your application to humanresources@carnegieofhomestead.org.