

# **LIBRARY DIRECTOR - MONESSEN PUBLIC LIBRARY**

Monessen Public Library is a dynamic community hub dedicated to providing access to knowledge, technology, and lifelong learning. We serve a diverse population and strive to foster inclusion, innovation, and engagement through our collections, programs, and services. Located in Westmoreland County, the library is a member of the Westmoreland County Federated Library System and has a service area population of 9,541.

We are seeking an experienced and visionary **Library Director** to lead our organization. The Director will oversee all library operations, set strategic direction, manage staff, and ensure exceptional service to the community. This role requires strong leadership, financial oversight, and a passion for public service. The position is Full-time at 37.5 hours per week. Must be willing to work on Saturdays if needed.

## **Key Responsibilities**

- Provide strategic leadership and long-term planning for library services and growth
- Oversee daily operations, including circulation, programming, and facilities
- Develop and manage the annual budget and financial resources
- Hire, train, and supervise library staff and volunteers
- Foster community partnerships and represent the library in public forums
- Ensure compliance with local, state, and federal regulations
- Lead fundraising efforts, grant writing, and advocacy initiatives
- Promote diversity, equity, and inclusion in all library services
- Attend meetings as required.

## **Qualifications**

- Master's degree in Library Science (MLS/MLIS) from an accredited institution is preferred, but a minimum of Library Assistant Certification is required. The Director will obtain a Library Assistant Certification by the State of Pennsylvania, having completed at least 2 academic years of college and 9 credit hours of library science courses. FBI and PA Criminal Background Checks and PA Child Abuse History Clearance.
- Minimum of 2 years of progressively responsible library experience, including leadership roles
- Strong knowledge of library systems, technologies, and best practices
- Demonstrated experience in budgeting, policy development, and staff supervision
- Preferred working knowledge of QuickBooks
- Excellent communication, organizational, and interpersonal skills
- Commitment to community engagement and public service
- Valid PA Driver's License
- Familiarity with digital resources and emerging technologies

## **Salary & Benefits**

- Salary range: [\$36,000 - \$40,000], commensurate with experience
- Benefits package negotiable
- Paid time off (minimum of two weeks)

## **How to Apply**

Please submit your resume and three professional references to:

[monessen.public.library@gmail.com](mailto:monessen.public.library@gmail.com)

**Application Deadline:** May 31, 2026 or until position is filled