

New Cumberland Public Library
Borough of New Cumberland
Job Posting

POSITION: Library Director

REPORTS TO: Library Board and Borough Manager

DEPARTMENT: Library

SALARY RANGE: \$60,000-64,000 DOQ

Organization Overview: The New Cumberland Public Library, located in scenic southcentral Pennsylvania, is seeking a dynamic community-minded leader for the position of Library Director. Housed in the renovated historic 1819 Benjamin House, the New Cumberland Public Library provides a variety of free library services and materials to area residents. The Library is a department of municipal government in the Borough of New Cumberland, with operations governed by a 7-member Board of Directors. The Library is a member of the Cumberland County Library System (CCLS) serving a diverse community in Cumberland County, Cumberland County, Pennsylvania, has received recognition as a great place to work, live, and raise a family. The Library functions as a community center and is well-known for its children's programs, art exhibits, community archives, responsive staff, and its collaboration with area organizations.

Position Overview: Under the direction of the New Cumberland Library Board and Borough Manager, the Library Director manages and supervises all aspects of Library operations and the development and implementation of all Library programs and services. With Board input, the Library Director supports and implements the Library's mission, goals, and strategic plans and ensures the Library provides excellent services to all members of the community. The Library Director coordinates these activities to assure compliance with all established legal standards and regulations (federal, state, and local). The successful candidate will collaborate with 25 dedicated employees (2 full-time and 23 part-time) and 7 board members to administer a budget of approximately \$500,000.00 and expand library services in the community.

Main Duties and Responsibilities:

- Oversee all aspects of library functions including personnel, policy, budget, evaluation, materials collections, and facility maintenance
- In cooperation with Borough Manager select, educate, supervise, mediate, and evaluate employees in accordance with established policies
- Select, maintain, and continuously evaluate and review all collections materials
- Work collaboratively with the Board of Directors on policy execution and recommendations, including strategic planning
- Identifies and fosters relationships that benefit the broader community
- Promote library advocacy and fundraising efforts by meeting with community members, attending community meetings, and joining community organizations
- Commit to professional development to stay current with library programming and best practices
- Coordinate library operations to ensure compliance with all established legal standards and regulations
- Adhere to all regulations, guidelines, and requirements of the Office of Commonwealth Libraries
- Create a Director's Report monthly for the Board of Directors and attend monthly board meetings
- Complete the annual state report and other various reports that may be required
- Establish actionable priorities and guide and implement a newly developed strategic plan; engage with community partners, including the Friends of the Library and the Foundation to support ongoing fundraising efforts and plan for a 50th year celebration in 2026

This list is neither exclusive nor exhaustive, and the employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

Minimum Requirements:

- MLS or MLIS from an ALA-accredited institution
 - A minimum of five (5) years of varied and progressive experience as a public library supervisor and/or administrator
 - Managerial skills that include managing staff and overseeing the operations, collections, and programs of the library
 - Experience with budget development and management
 - Experience with creation and management of library policies
 - Knowledge of current and emerging technologies and their application to libraries
 - Organizational skills and the ability to effectively respond to current and emerging priorities
 - Experience with archival or special collections a plus
 - Successful completion of comprehensive background check
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How to Apply / Contact

A letter of interest, resume, and three (3) professional references should be sent to manager@newcumberlandborough.com

Applications will be accepted until December 2, 2024.

For further information regarding New Cumberland Public Library, please visit newcumberlandlibrary.org
