

**Jersey Shore Public Library**  
**Job Description and Qualifications**  
**Library Director**

**Reports to:**

Jersey Shore Public Library Board of Trustees.

**Summary:**

The Library Director serves as the chief administrator of the library and is responsible for overseeing all library operations, collections, staff, services, programs, finances, facilities, and community outreach.

Works closely and collaboratively with the Board of Trustees, County Library System Staff, local government officials, community organizations, and patrons to ensure the library provides high-quality, accessible services that meet the educational, informational, and cultural needs of the community.

Requires strong leadership, public service commitment, fund-raising and financial management skills, and the ability to adapt library services to the unique needs of the population.

**Essential Duties and Responsibilities**

**Leadership and Administration**

- Direct and oversee all daily library operations.
- Develop and implement strategic goals and long-range plans.
- Recommend policies and procedures to the Library Board.
- Ensure compliance with Pennsylvania state library standards and regulations.
- Prepare reports required by the Pennsylvania Office of Commonwealth Libraries and local governing bodies.
- Attend and Report at Library Board meetings and County Library System meetings and serve as advisor to the Board.
- Communicate as needed with the Board to inform them of library news.

### **Financial Management**

- Assist in the preparation of the annual library budget.
- Monitor expenditures and maintain accurate financial records.
- Seek and administer grants and other funding opportunities.
- Assist with fundraising initiatives and donor relations.
- Ensure responsible stewardship of public funds.

### **Staff Supervision**

- Recruit, hire, train, supervise, and evaluate library staff and volunteers.
- Foster a positive and collaborative work environment.
- Schedule staff and oversee payroll/timekeeping procedures.
- Ensure high staff productivity and high quality public service.
- Support ongoing professional development.

### **Public Services and Programming**

- Oversee circulation, reference, technology, and collection development services.
- Plan, develop, deliver, and evaluate programs for children, teens, adults, and seniors.
- Promote literacy, lifelong learning, and digital inclusion.
- Ensure excellent customer service for all patrons.

### **Community Relations**

- Serve as the public representative and advocate for the library.
- Prepare public relations material to promote library services.
- Effectively communicate the value of the library and its services to the community.
- Build partnerships with schools, businesses, civic organizations, and community groups.
- Promote library services through outreach, marketing, and social media.
- Respond to patron concerns and community needs professionally and effectively.

### **Facilities and Technology**

- Assist in the maintenance and safety of library facilities and grounds.
- In collaboration with the County Library System Staff, coordinate technology planning and upgrades.
- Ensure compliance with ADA accessibility requirements and safety regulations.

## **Qualifications**

### **Required**

- Completion of at least 2 years of college education, including a minimum of 9 credit hours of library science from an ALA-accredited institution.
- Eligibility for Pennsylvania Public Librarian Certification.
- Strong organizational, communication, and interpersonal skills.
- Experience with budgeting and financial oversight.
- Ability to work evenings and occasional weekends.
- Provide FBI and Pennsylvania background checks and a Pennsylvania Child Abuse History Clearance.
- Possess a Drivers License and ability to travel for meetings and training.

### **Preferred**

- Master of Library Science (MLS/MLIS) from an ALA-accredited institution.
- Progressively responsible experience in library services, administration and supervision.
- Grant writing and fundraising experience.
- Familiarity with integrated library systems and emerging technologies.

### **Knowledge, Skills, and Abilities**

- Knowledge of public library operations and best practices.
- Ability to supervise staff and manage multiple priorities.
- Strong public speaking and community engagement skills.
- Ability to develop partnerships and advocate for library services.
- Proficiency with computers, office software, and library technology systems.
- Ability to work independently while collaborating effectively with the Board, County System Staff, and community stakeholders.

## **Working Conditions**

- Work is primarily performed in a library setting.
- Position may require lifting.
- Evening and weekend hours may be required for meetings and programs.

## **Accommodations:**

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

## **Salary:**

Salary range is \$38,000 to \$42,000, commensurate with experience and qualifications.

## **Equal Opportunity Employer:**

The Jersey Shore Public Library is an equal opportunity employer and encourages candidates of all backgrounds and experiences to apply.

## **About the Community**

Nestled along the West Branch of the Susquehanna River in central Pennsylvania, Jersey Shore is a welcoming small-town community known for its rich history, strong sense of civic pride, and access to outdoor recreation. Located in Lycoming County, Jersey Shore serves as a regional hub for surrounding rural communities, offering excellent schools, local businesses, community organizations, and a high quality of life.

Jersey Shore Borough offers the benefits of small-town living while providing amenities often found only in much larger communities. Residents enjoy access to a community swimming pool, YMCA, hospital, public library, and a variety of civic and recreational organizations that contribute to the area's exceptional quality of life.

These community assets exist not only because of a strong local legacy, but because generations of residents have invested their time, talents, and resources to ensure they remain vibrant and accessible. Volunteerism, civic engagement, and community pride continue to play a significant role in making Jersey Shore a welcoming place to live, work, and raise a family.

Outdoor recreation is a defining feature of the region. The borough serves as the southern gateway to the Pine Creek Gorge area, home to the Pine Creek Rail Trail, recognized among the nation's premier recreational trails. Residents and visitors

alike enjoy easy access to hiking, biking, fishing, boating, and other outdoor pursuits amid the natural beauty of north-central Pennsylvania.

Jersey Shore also serves as a regional center for education, commerce, and community services. The Jersey Shore Area School District is one of the largest geographically in Pennsylvania, drawing students from communities across a broad rural region. As a result, the borough's institutions—including the public library—serve not only local residents but also families and individuals from throughout the surrounding area.

### **About the Jersey Shore Public Library**

For more than 75 years, the Jersey Shore Public Library has been a cornerstone of community life. The library provides access to books, technology, educational programming, local history resources, and lifelong learning opportunities for residents of all ages. As a trusted community gathering place, the library is committed to fostering literacy, supporting educational achievement, and enriching the cultural and intellectual life of the region.

**APPLICATION DEADLINE-MONDAY, JULY 20<sup>th</sup>**

**SUBMIT TO: [jsplboard26@gmail.com](mailto:jsplboard26@gmail.com)**