



## Library Director position open at Lower Providence Community Library

The Board of Trustees of the Lower Providence Community Library is seeking a dynamic Library Director with enthusiasm, vision and a dedication to superior library service who will lead our library as it enters an exciting stage of development. The Director is responsible for the implementation of the strategic plan, personnel and facility management, budget preparation, fundraising and program development.

The Director reports to the Board of Trustees and is responsible for overseeing the daily operations of the library. This position requires the ability to collaborate with local officials within Lower Providence Township, the Friends group, the Board, staff, and local community organizations.

Located in south central Montgomery County, PA, Lower Providence Township encompasses 14.77 square miles which include Audubon, Trooper, Eagleville, Yerkes and Evansburg. The Library is a 501 (c)(3) non-profit organization, governed by a 7 member Board of Trustees. The service population is approximately 25,000 people. The library has an operating budget of about \$700,000 and circulates over 235,000 items per year. The Director heads a staff of two full time librarians, 20 part time employees and over 80 volunteers. More information about the library may be found on its web site at <http://www.lowerprovidencelibrary.org/>

### QUALIFICATIONS

The new Director must understand the importance of community-building and welcome the opportunity to engage Board members, staff, patrons, government officials, and potential donors in enhancing library services and facilities. Specific skills necessary to fill this role include:

- MLS or MLIS from an ALA-accredited school.
- Public library experience with a minimum of five years of progressively responsible duties, including at least three years supervising a public library department or directing a smaller public library.
- Thorough working knowledge of library administration, reference sources, and emerging library service issues, including innovations in technology.
- Familiarity and comfort with budget preparation, fundraising, and grant writing.
- Skill in organizing, managing, motivating, and evaluating staff and volunteers.
- Demonstrated excellence in communication skills, both verbal and written, including the ability to assemble and present information to the public.

This full-time position is available immediately. Applications will be accepted until the position is filled. Salary is commensurate with experience beginning at \$50,000 and includes a competitive benefits package.

Resumes and cover letters can be sent electronically to [careers@lowerprovidencelibrary.org](mailto:careers@lowerprovidencelibrary.org) or mailed to:

Lower Providence Community Library  
Attn: Search Committee  
50 Parklane Rd.  
Eagleville, PA 19403