

## **Penn Area Library Library Director**

**Available Position Title:** Library Director

**Employer:** Penn Area Library

The Penn Area Library Board of Trustees is seeking a forward-thinking, community oriented leader who possesses strong organizational and project management skills. The Director will be responsible for planning, organizing, and managing all phases of the Library operations and reports to the Library Board of Trustees. The Director should have a strong interest in continuing to expand the Library's programs and services as well as to work closely with the Westmoreland County Network.

### **Library Overview:**

The Penn Area Library is located in Penn Township, approximately 30 miles east of Pittsburgh. The Penn Area Library is a public, nonprofit library that serves a population of over 22,000 and includes a branch location in Trafford, PA. It is a member of the Westmoreland County Libraries system, an alliance of 29 member libraries serving the residents of Westmoreland County. The Penn Area Library is governed by a seven member Board of Trustees, all who live in the Library's service area.

### **Required Education:**

Master of Library Science from an accredited American Library Association (ALA) Institution and possession of a Professional Librarian Certification through the PA Department of Education.

### **Required Experience:**

Candidates should have five or more years of library experience, with two or more years in a senior level management position. Candidates should demonstrate a strong knowledge of library management principles, best practices, and a proven ability to manage budgets, staff, and library operations.

The candidate should possess the following attributes:

- Knowledge of the principles and practices of professional library management, collection development, classification, organization, marketing, staff training and development, general office practices and procedures, and emerging library trends.
- Skill in library database and automation systems, program development and evaluation, project management, strategic planning and budget development, fundraising and grant writing, and public speaking.
- Courteous and tactful, to communicate effectively verbally and in writing, develop and maintain local partnerships, to implement policy and procedure, to exercise initiative and judgment in completing tasks, and to maintain confidentiality.
- Ensures daily operations run smoothly and manage all staff members and personnel matters.
- Familiarity with fundraising and donor relationship principles

- Maintains and cultivates contacts with the general community, schools, other libraries, and Township employees to advance library outreach opportunities.

**Recommended:**

Member of American Library Association (ALA) and Pennsylvania Library Association (PaLA)

**Hours:**

This is a salaried, full time position with 40 hours per week; some weekend and evening hours will be required.

**Compensation:**

The salary range for this position is between \$50,000-\$60,000 per year and paid sick, vacation, and personal time. There is an optional retirement savings plan and health insurance payment options.

**Travel:**

Local travel to community and neighboring library events as well as county and state meetings and conferences. A valid driver's license is required.

**To Apply / Selection Guidelines:**

Interested candidates should submit a cover letter, resume, and three references to [pennarealibraryboard@gmail.com](mailto:pennarealibraryboard@gmail.com) no later than June 30, 2026.

No paper copies will be accepted.

All library positions require the following criminal background and child abuse clearances: Report of criminal history from the Pennsylvania State Police, Child Abuse History Clearance from the Department of Human Services, and fingerprint ID based on federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI).

Penn Area Library is an Equal Opportunity Employer