

The Eastern Lancaster County (ELANCO) Library in Lancaster, Pennsylvania is seeking experienced candidates for the position of Library Director. ELANCO Library serves approximately 25,000 residents of five rural municipalities. ELANCO Library aspires to be a community center aiding in the creation of a stronger and healthier community and civil society.

Under the leadership of the Library Board of Trustees, the Director is responsible for the day-to-day operations of the Library as guided by the Library's mission, goals, and strategic plan.

**Job responsibilities include, but are not limited to:**

- Oversight of the library budget
- Preparing reports and presentations
- Collection development
- Hiring, training, supervising, and scheduling library staff
- Cooperating with the Library Board, community officials, municipalities and local groups in planning library services and programs
- Supervising the maintenance of all library facilities and equipment
- Engaging in public outreach to bring groups to the library as well as to bring the library to outside groups
- Grant writing, publicity, and donor relations
- Assisting in fundraising efforts
- Cooperating with the Library Board in the creation of a strategic plan and the development of an operational plan to support the strategic plan
- Other duties as assigned

**Qualifications:**

- Master's Degree in Library Science from an accredited college/university
- Five years progressive experience in library administration
- Three years supervisory experience
- Excellent communication and organizational skills
- Ability to administer the activities of a public library and to supervise the work of others
- Ability to develop short-term and long-term development, plans, and objectives
- Ability to maintain knowledge of standard library principles and practices, freedom of expression concepts, copyrights, collection development, patron confidentiality, censorship, and other ethical issues arising as part of the operation of a public library
- Proficiency with computers, popular library software, internet and digital communications, and social media

- Thorough ability to establish and maintain effective working relationships with superiors, subordinates, associates, officials of other agencies, and the general public
- Ability to prioritize excellent customer service

**Additional Requirements:**

- A valid Pennsylvania driver's license and willingness and ability to conduct off-site programs is required.
- Must be able to provide current Pennsylvania and FBI clearances upon hire

**Salary Range:** \$45,000-\$60,000

To be considered, please send a resume and cover letter with salary requirements to: Mark Dilts, Board President, at [mdilts@gmail.com](mailto:mdilts@gmail.com). A list of three references will be requested from all candidates who are selected for interviews.

The application deadline for this position is August 16, 2021. Review of applications will begin immediately.

ELANCO Library is an EOE employer.