



Job Title: Executive Director - Adams County Library System

The incumbent will exemplify the System's core values of excellence, trustworthiness, and stewardship; advance the System's mission to open gateways for exploration, and promote the System's value to its stakeholders. The Executive Director functions as the Chief Executive Officer of the library and is responsible for overseeing system-wide services and physical facilities, assessing and determining budgetary operating and capital needs, selecting and directing managers, and promoting library services. Responsibilities include but are not limited to business operations of the system including financial management and reporting, facilities, and fundraising; community and government outreach; selecting, supervising, training, developing, and evaluating department staff and effectively scheduling staff to best meet library needs; administering library business in compliance with the Library Board of Trustees's policies, grant stipulations, Pennsylvania law and Pennsylvania State Library requirements, including compliance with professional certification requirements for library staff; assessment of current and development of future plans to ensure effective use of present and future materials, collections, and technology applications to best meet customer and staff needs; administering a strategic plan and developing and administering short-term goals in collaboration with library board and staff; policy creation, revision, and implementation; and modeling open communication with library staff and customers.

The Adams County Library System's current strategic plan runs through 2025 with a focus on developing a 21st Century library that serves as a community gathering place. As part of this strategic plan, Adams County Library System anticipates initiating a major capital campaign to fund the building of a new Gettysburg library. This is an exciting opportunity for a motivated individual to lead us in this transformative endeavor.

The Executive Director works closely with the Adams County Library System Board of Trustees and its Executive Committee of Officers, providing information and counsel to the board at both committee and board meetings and upon request. This is a full-time, exempt position with a salary range between \$75,000 and \$85,000 per year. ACLS offers a generous benefits package including paid holidays; vacation, personal, and sick days; medical, short-term and long-term disability, and life insurance. We also offer access to various benefits including dental and vision insurance and a 401k with 5% match.

Essential Duties and Responsibilities:

- Oversees key operations: finance, facilities, information technology, marketing, fundraising, personnel, and public services
- Reviews and updates the strategic plan, formulates and implements goals within the library system as determined by the Board of Trustees
- Works with Board and Development Director to create and implement annual and long-term fundraising plans
- Meets with various community partners, stakeholders, government agencies, and elected officials to discuss the library's priorities and needs and to communicate the library's value
- Prepares reports for the Board of Trustees, government agencies and elected stakeholders
- Serves as liaison with community organizations and the public to establish positive relationships for the mutual benefit of the community and the library system

- Promotes the library's services through programming and community outreach
- Strengthens formal and informal collaborative work and relationships with local officials
- Leads the organization in developing responsive and innovative services using new trends in technology
- Develops and encourages staff leadership such as collaboration, delegation, project and time management
- Attends workshops and training sessions to ensure that the library's programs and policies are relevant and appropriate
- Ensures that the overall mission of the library system is both ethical and within generally accepted standards set forth by the Pennsylvania Library Association, American Library Association and the Office of Commonwealth Libraries

Qualifications:

Required:

- Master's degree in Library Science and/or Informational Science from an ALA-accredited institution
- Certification as Professional Librarian in the Commonwealth of Pennsylvania within 90 days following appointment
- Five or more years of library experience, demonstrating a track record of progressively increasing responsibility
- Three or more years of supervisory and project management experience
- Proven ability to motivate and mentor staff
- Demonstrated experience working effectively with/leading volunteer boards and committees
- Budgetary and financial reporting experience
- Ability to interpret, apply, and communicate relevant state and federal statutes and regulations
- Excellent communication, interpersonal, and organizational skills
- Ability to work independently and as part of a team in a dynamic environment
- Exhibit sound and accurate judgment and demonstrate integrity and honesty

Preferred:

- Five or more years of professional library experience
- Knowledge of general administrative and management practices
- Knowledge of Pennsylvania statutes and regulations for libraries and non-profits
- Experience working with county governments, councils, and municipalities
- Experience with strategic planning

Equipment used:

- Personal computer, printer, telephone, voice mail, photocopier, and scanner

Background Checks Required:

- Report of criminal history from the Pennsylvania State Police (PSP)
- Child Abuse History Clearance from the Department of Human Services (Child Abuse)
- Fingerprint based federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI)

Software Programs:

Library:

- Evergreen/SPARK ILS, Donor Perfect, general library databases and online resources including Power Library, Freegal, and cloudLibrary, and other applications as needed/acquired

General:

- Microsoft Office suite, QuickBooks, Adobe Acrobat Reader, and social media

Physical requirements:

Must be able to remain in a stationary position for a reasonable length of time, move throughout the libraries, position self to shelve materials, and communicate and exchange information with staff, patrons, and Board members. Must be able to travel to branch locations and attend off-site meetings. Infrequently performs the following: manipulate library materials up to 15 pounds; carry/lift bags of materials up to 40 pounds; and maneuver loaded book carts weighing up to 300 pounds over carpeted floors.

EOE Statement:

The Adams County Library System (ACLS) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind. The ACLS is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at the ACLS are based on organization needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. The ACLS will not tolerate discrimination or harassment based on any of these characteristics and encourages applicants of all ages.

For further consideration:

Please submit your cover letter & resume to hr@adamslibrary.org. Application materials received by Friday, November 24th will be given preference.