

Job Description

Sheffield Township Library Director

Created 1/27/2020

Approved 3-10-2020

Updated 5/17/2022, 7/11/23



General Summary:

As an employee of Sheffield Township, this supervisory position is responsible for the delivery of friendly, high-quality service to the public in a library setting. Work involves providing library services to Sheffield and Cherry Grove Townships residents and patrons from all Warren County libraries. evening and weekend hours are required. The director is responsible for ensuring the library is open during scheduled hours.

Sound independent judgment is required in carrying out library policy and programming. Work is performed in keeping with the objectives, policies, and established procedures of the Office of Commonwealth Libraries, Warren County Libraries & Seneca Library District, and the Sheffield Township Library Board of Trustees.

Essential Duties and Responsibilities:

Management

- Represents the Sheffield Township Library to the local community. Promotes and maintains a high standard of public relations.
- Promotes and maintains a high standard of library services.
- Enforces Sheffield Township Library policy and procedures in a Customer Service focused environment.
- Maintains the collection.
- Collaborates with State or County Youth Services Coordinator to provide a quality program for children and teens.
- Trains and supervises assistants and volunteers and ensures all clearances are filed and up to date.
- Reports work accomplished to Township Supervisors and the Library Board of Trustees.
- Participates in professional organizations, and attends district library meetings and training seminars as required.
- Performs related duties as assigned or as the situation dictates.

Operations

- Provides reference and reader's advisory services.
- Answers general directional and informational questions and assists borrowers in using library facilities and resources.
- Performs all opening and closing procedures in work and public areas.
- Charges discharges and renews library materials. Places and processes holds.

- Performs interlibrary loan services.
- Keeps collection current following collection development policy of the library.
- Enrolls new patrons and updates changes in patron information in library records.
- Collects and accounts for money received.
- prepares budgets and reports for local and state accountability
- continuously evaluates equipment status and makes recommendations as appropriate
- acquires and processes memorial donations in accordance with set policy.

Programming

- Plans for and arranges effective displays and exhibits and employs other marketing and merchandising methods to promote the use of the community library, collection, and services including electronic media platforms.
- Plans for and presents Youth Services programs.
- Plans for and presents adult programs.

Outreach

- Cooperates with local organizations to provide services in and out of the library.
- represents the library through the newspaper, social media, the Warren County Fair, and other opportunities whenever possible.

Required Knowledge, Skills, and Abilities:

- Ability to learn Sheffield Township's, Warren County Libraries', and Seneca District's policies, practices, goals, and objectives.
- Good analytical ability and problem-solving skills.
- Ability to exercise initiative, tact, leadership, and independent judgment.
- Knowledge of community characteristics and particular special needs.
- Knowledge of supervisory methods, including work delegation, scheduling, evaluating performance, and maintaining morale.
- Ability to learn and follow detailed instructions and procedures.
- Ability to learn to operate and perform basic maintenance and troubleshooting procedures on computer equipment and printers.
- Ability to work independently, determining and adjusting work priorities as needed and completing tasks in an orderly and timely manner, while working collaboratively with others.
- Ability to work efficiently and calmly during busy periods and with frequent interruptions.
- Ability to deal pleasantly, tactfully, and efficiently with people of all ages and temperaments.
- Ability to follow oral and written instructions.
Ability to prepare and present reports and communicate needs to the library board and local government bodies.

Education and Experience:

Required:

- Library assistant certification from the State of Pennsylvania or be willing to obtain certification within 2 to 2 1/2 years.

Library assistant certification requirements - Completed at least 2 academic years of college education and 9 cred hours of library science course. To obtain certification, an application to the Pennsylvania Department of Education must be submitted through the Teacher Information Management System.

- Department of Human Services Child Abuse History Clearance
- Pennsylvania State Police Request for Criminal Records Check
- Federal Criminal History Record Information (CHRI)
- Be Willing to obtain 8 Continuing Education credits per year.
- Must have or be willing to learn to adequately utilize an integrated library system, Microsoft Office applications, and electronic information sources.

Preferred:

- service experience preferred.
- Library experience

Working Conditions:

- The library must be open 26 hours per week and the director in the building while the doors are open 20 hours per week.
- Position requires the ability to see, read and understand titles, call numbers, and dates; sort accurately by alphabetical, numerical, chronological, or Dewey Decimal order; grasp library materials; reach up or down to shelve materials; occasionally manipulate library materials up to 15 pounds; carry/lift bags of library materials up to 40 pounds.
- Normal, indoor working conditions, adequate workspace, temperatures, ventilation, and lighting.
- Normal office exposure to noise, stress, and disruptions

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

