



Job Posting : Library Director

The Oxford Library Company is seeking a creative and energetic leader to fill the position of Library Director.

The Library operates independently as a member of the Chester County Library System and serves over 27,000 residents in the Oxford Borough, East Nottingham, Elk, Lower Oxford, Upper Oxford, and West Nottingham townships. The Oxford area has a charming, small town urban atmosphere coupled with an appealing rural and bucolic flair. Located in the very SW corner of Chester County, the Library is a community center that is well known for its children's programs and summer reading camps, adult programming and events, art shows, historic displays, welcoming atmosphere, responsive staff, and collaborations with area organizations. The mission of the Oxford Library Company is to ensure that every resident of the greater Oxford area has access to exceptional opportunities to read, learn, create, connect and contribute to a better quality of life.

This position is a full time, exempt position requiring 36 hours/week with flexible, intermittent evening and weekend work. The Library Director leads a staff of 12 including a dedicated Children's Librarian. Salary range : \$55,000 - \$65,000.

Job Requirements

- Master's Degree in Library Science from an ALA accredited institution
- Public Library Certification as a professional librarian from the PA Department of Education or ability to gain one
- FBI and PA Criminal Background checks and PA Child Abuse History Clearance
- Preferred three years of progressively responsible library experience
- Non-profit fundraising, development, and grant writing experience
- Interpersonal skills to collaborate with various internal and external groups
- Strong oral and written communication skills. Spanish language knowledge a plus

Job Responsibilities

- Manage the day-to-day operation of the Oxford Library
 - Lead, develop, administer, and coordinate the work of library staff
 - Perform managerial duties related to personnel, budget, payroll and benefits, collection development, purchasing, and building maintenance
 - Develop a robust collection of books and materials for the Library patrons

48 South Second Street 📍 Oxford, Pennsylvania 19363
telephone 610-932 9625 📞 *fax* 610-932-9251 📠 *website* www.oxfordpubliclibrary.org

- Work with program coordinators to present a broad range of activities for children, teens, and adults
- Prepare reports for the Board, the County, and the State
- Collaborate with the Board of Trustees
 - Review, revise, and fulfill the strategic plan as necessary
 - Evaluate Library performance and effectiveness
 - Develop and implement policies and procedures
 - Identify and address relevant financial, operational, staffing, and facility matters
 - Identify and pursue grant opportunities
- Develop and maintain relationships with the community, including local governments, businesses, schools, community service organizations, and the Chester County Library System
 - Represent Oxford Library Company at meetings, workshops, and community events
 - Attend workshops for continuing education through CCLS and the PA Library Association
- Chair Oxford Library Development committee
 - Support established fundraising events and help envision new opportunities
 - Update and revise Oxford Library Development plan
 - Pursue financial support via Annual Appeal, program sponsorships, local, County, and State levels

Physical requirements

- Must be able to handle, lift, and move Library materials weighing up to 30 lbs

Benefits

- Health insurance, paid time off, and employer contribution to the retirement plan

Interested applicants may email resume, cover letter, and references to oxfordboard@ccls.org.

Resumes will be accepted until the position is filled.

The Oxford Library Company is an Equal Opportunity Employer.