



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: 02/25/2019

CLOSING DATE: 03/18/19

**TITLE: DIRECTOR OF THE
ERIE COUNTY LIBRARY**

GRADE: NB20

DEPARTMENT: LIBRARY

BARGAINING UNIT: NON BARGAINING

**ENTRY RATE: MINIMUM \$30.70HOUR / ANNUAL \$63,856.00 HOURS PER WEEK: 40
MAXIMUM \$40.50HOUR/ ANNUAL \$84,240.00**

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

Responsible for the administration of the Department of the Library reporting to the County Executive. Responsible to the Library Advisory Board as outlined in the County Administrative Code. Serves as the Erie/Crawford District Center Administrator as outlined by the State Library regulations.

DUTIES & RESPONSIBILITIES:

Directs the overall library operation and implements Library Board policy as provided for in the County Administrative Code. Directly supervises the following staff members – Assistant Director, Administrative Offices and Computer Services. Recommends policy and procedural actions to the Library Advisory Board and County Executive. Represents the library and County on various community boards and governmental committees as needed. Represents the library to the using public. Establishes and maintains appropriate community contacts. Represents the Library with Commonwealth Library and state and national professional organizations. Prepares appropriate reports for the County Administration, the County Council, the Commonwealth Library, the Library Advisory Board, and District Advisory Council and negotiates annual District Library Center agreement with District libraries. Prepares the annual operating budget. Prepares and submits grant proposals to potential funding sources; Plans for the future development of library service. Maintains the appropriate financial and professional records of the Library. Plans and supervises the overall selection and maintenance of the library collection based on the approved collection development policy. Responsible for insuring the maintenance of all library facilities and inventory of County property. Develops and maintains the employee roster through county hiring practices. Administers personnel regulations. Plans and conducts staff meetings. Consults with the Friends of the Library and the Erie County Public Library Foundation. Works with other County offices and departments.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS AND ABILITIES:

Professional librarian credentials are required as well as proven managerial ability and the ability to represent the library before the public, the County Administration and County Council, the District Libraries and Commonwealth Library; extensive experience in supervisory management of library operations and services; knowledge and experience with computer technology; thorough knowledge of budgeting and grant writing.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

MLS from an ALA accredited school of library science. Minimum of seven years public library experience, which includes five years of supervisory experience. Experience in working with government officials is desirable.