



Malvern Public Library

Job Posting- Library Director

The Malvern Public Library seeks a creative, energetic, and collaborative leader who will connect the Library to residents and businesses in our community.

The Library, which has just completed extensive renovations, operates independently as a member of the Chester County Library System and serves over 41,000 residents in the Malvern Borough, Willistown, East Goshen, and East Whiteland Townships. Located in the heart of Malvern Borough, the Library is a community center that is well-known for its children's workshops, adult book groups, community art shows, responsive staff, and collaboration with area organizations.

This is a full-time, exempt position requiring 37.5 hours per week with intermittent evening and weekend work. Consideration will be given concerning flexibility with schedule. We endeavor to provide education, information, entertainment, and resources for the entire community.

The Library Director leads a staff of 12 with a dedicated Children's Librarian. Duties include all aspects of management as well as collection development, program scheduling, interaction with community groups and outreach. Salary range: \$60,000-\$65,000.

Job responsibilities include but are not limited to:

- Recruit, supervise, train and conduct performance evaluations for all Library staff.
- Prepare the budget and perform all accounting, payroll and purchasing responsibilities.
- Develop a robust collection of books and materials for the Library's patrons.
- Interact with community groups including municipal boards, business associations, educational institutions and volunteer organizations.
- Prepare reports for the Board, the County and the state.
- Attend workshops for continuing education through the CCLS and the Pennsylvania Library Association.
- Serve on Malvern Library committees and County Library committees.

- Collaborate with the PR staff for newsletters, Library website, social media and more.
- Identify and pursue grant opportunities.
- Develop a strategic plan with short-term and long-range goals.
- Oversee programming and joint events with municipalities and organizations.

Physical Demands

Must be able to handle, lift, or move Library materials weighing up to 30 pounds, push book trucks weighing up to 100 pounds, reach above the shoulders, bend at the waist, kneel, stoop, crouch, or squat and lift items.

Job Requirements

- Master's degree in library science from an ALA accredited institution.
- FBI and PA Criminal Background checks and PA Child Abuse History Clearance required.
- Public Library Certification as a professional librarian from the Pennsylvania Department of Education.
- Strong oral and written communication skills.

Interested applicants may email a resume and cover letter to madirectorsearch@ccls.org

Resumes will be accepted until the position is filled.

Malvern Library is an equal opportunity employer.