

Millvale Community Library

Executive Director (FT)

Description:

The Millvale Community Library (MCL) Executive Director (ED) is a position that will be responsible for maintaining all aspects of the MCL's operations, program management, administration, human resources, and fund development, as well as strengthening existing partnerships in support of the MCL's mission. The ED of the Millvale Community Library will carry out the policies adopted by the Board of Trustees and provide recommendations for board action. The MCL ED will report directly to the MCL Board, with the expectation of the following duties in relation to the position.

Responsibilities Include:

- **Oversee daily operations of the MCL**
 - Lead staff in circulation duties, provide directional information, answer reference questions, address technical concerns, and perform other front desk duties as needed
 - Oversee all social media associated with the library including Facebook and Instagram, and lead staff in maintaining/updating website
 - Work with eiNetwork staff to maintain the library's technology
- **Manage Staff/Volunteers**
 - Manage two full time staff, one part time, and a large pool of volunteers.
 - Create continuing education opportunities and professional development opportunities for staff
 - Handle all hiring and human resources for the library
 - Schedule quarterly meetings and maintain regular communication with library volunteers
 - Ensure all staff and volunteers have up-to-date clearances as required by State and Federal Law
- **Maintain the image of the MCL**
 - Participate in Allegheny County Library Association (ACLA) and eiNetwork
 - Maintain existing partnerships and establish new connections with local partners/organizations
 - Represent the MCL at community events/meetings
- **Manage MCL Collection and book purchasing**
 - Oversee all purchasing done by Collections Manager
- **Facilitate and promote fundraising efforts**
 - Seek grant opportunities and complete proposals
 - Work with appropriate staff to oversee the specific grant reporting requirements are met
 - Plan and orchestrate year-end giving campaign
- **Work with Board to create/update policies, develop strategic plan, create annual budget**
- **Work with ACLA Accountants to ensure library spending is aligned with Board-approved budget.**
- **Manage Facility Operations, including library properties and apartments**

- Keep records of tenant leases, collect monthly rent
- Schedule and oversee work happening on the facility; contractors, plumbers, electricians, pest management, snow-removal, lawn maintenance etc.
- Address issues in apartments alongside tenants
- Ensure that the MCL is a safe and welcoming space for everyone
- Perform any other related duties and responsibilities as required

Qualifications Required:

- Bachelor's Degree
- Provisional Librarian's Certificate
 - Completed 12 credits of a library science graduate program from an accredited school
 - Can also be willing to complete these credits on the job
- OR Master's degree in Library and Information Science
- Experience working in a community-focused non-profit

Qualifications Preferred:

- A love of reading and books
- Find joy in building relationships with youth and families
- Favor a dynamic workspace with varied responsibilities
- Management experience
- Wants to play a vital role in the health of the Millvale Community
- Experience working with diverse population

Salary / Benefits:

1. Salary \$45,000-\$50,000 based on experience
2. Subsidy for health insurance
3. 10 days of PTO, 4 personal/sick days
4. Tuition Reimbursement (as needed)

To apply, please submit your resume and cover letter to millvalelibraryjobs@gmail.com by March 31st, 2023.