**Job Opportunity: Director, Delmont Public Library (DPL)**

Location: 75 School Street, Delmont, PA
Position Type: Part-time, 30 hours per week
Salary: Commensurate with experience

The Delmont Public Library (DPL) is seeking a dynamic and experienced individual to serve as the Director of our modern, energy-efficient building. Constructed approximately four years ago, the library features geothermal wells, rainwater collection systems, and state-of-the-art amenities. The library is a member of the Westmoreland Library System. While small (service area of 3,496), DPL consistently outperforms its peers in circulation, programming, and community engagement. This is an exciting opportunity to lead a thriving library into its next chapter.

Key Responsibilities:

* Oversee daily library operations, including supervision and scheduling of staff and volunteers.
* Develop and implement successful programs.
* Manage library budgets, reporting, and presentations.
* Lead efforts in grant writing, fundraising, and donor relations.
* Coordinate with the Library Board of Trustees (6 members) and local community groups.
* Assist the board with policy development and implement those policies.
* Ensure proper maintenance of library facilities and equipment.
* Engage in public outreach to promote library services.
* Assist in strategic and operational planning.
* Other duties as assigned by the Board of Trustees.

Qualifications:

Required:

* Minimum 2 years of college with 9 credits in library science (PA Library Assistant Certification). If not already completed, these credits must be completed withing 18 months of hire.
* PA State clearances: Pennsylvania State Police, Child Abuse History (PA Dept of Human Services), and FBI fingerprinting (IdentoGo), are required.
* Prior experience in libraries, with strong skills in supervision, grant writing, and fundraising.
* Proficiency in social media and digital technology.
* Strong communication, organizational, and leadership abilities.
* Valid Pennsylvania driver’s license and ability to conduct off-site programs.

Preferred:

* Previous library management experience.

Compensation:

* Starting at $15/hour, based on experience.

How to Apply:

To apply, please submit your resume and cover letter to Caryn Fleming, President of the DPL Board of Trustees, at caryn.fleming.319@gmail.com. A list of three references will be requested from candidates selected for interviews.

Review of applications will begin immediately.
DPL is an Equal Opportunity Employer (EOE).