

**Available Position Title:** Library Director

**Employer:** Murrysville Community Library

The Murrysville Community Library (MCL), a suburban library located 18 miles east of Pittsburgh, serves a population of approximately 29,000 in Murrysville, Export, and Washington Township. It is a member of the Westmoreland County Federated Library System, an alliance of 24 member libraries serving the residents of Westmoreland County. MCL supports a very active programming schedule, for example: the annual Jingles 'n Gingerbread holiday gathering, a robust Summer Reading Club program for children and adults, Dog Reading Pals, the Plant Based Nutrition Support Group, and a local authors' fair. MCL also partners with a number of local organizations to provide programming.

Following is a link to current activities: [www.murrysvillelibrary.org](http://www.murrysvillelibrary.org)> Events Calendar

**Job Summary:** The Murrysville Community Library is seeking an individual who is a passionate and motivated visionary to lead the library in its mission: *to inspire ideas, enrich lives, and create lifelong opportunities for learning, literacy, and enjoyment.*

The ideal candidate will be a forward-thinking, community-oriented leader who possesses strong verbal and written communication skills as well as strong organizational and project management skills. The individual will be responsible for planning, organizing, managing, and directing all phases of the library operations in coordination with the goals, policies, and budgetary decisions of the Library Board of Trustees. He/she/they should have a strong interest in continuing to expand the programming to all members of the community and building and expanding partnerships with local schools, area non-profits, and government entities within the library's service area. The successful candidate will work closely with the county library system and display a willingness to explore new ideas for serving our community.

The candidate should possess the following attributes:

- ***Knowledge of:*** the principles and practices of professional library management, collection development principles and publishing trends, classification, organization, and display of materials, program development and needs assessment, strategic planning, budget development and fiscal management, public relations and marketing, general office practices and procedures, emerging library trends, media and technology; also, legal, regulatory, and accreditation requirements.
- ***Skill in:*** database searching and using library automation systems, program development and evaluation, project management, staff training and development, developing and maintaining local partnerships, and public speaking.
- ***Ability to:*** be courteous and tactful with all parties, communicate effectively both verbally and in writing, establish and maintain working relationships with patrons and the general public, library staff, the Library Board and Murrysville Community Library Foundation members, local government and other stakeholders; develop and implement policies and procedures, prepare reports to present to the Library Board, exercise initiative and judgment in completing tasks, and maintain confidentiality.
- ***Ability to:*** work a flexible schedule that includes Saturdays, Sundays, and evenings as needed, travel to meetings and library outreach events, provide close attention to detail despite interruptions, set priorities, and meet deadlines.

**Qualifications:**

- Master of Library Science from an accredited American Library Association (ALA) Institution
- A minimum of five years of progressive experience working in libraries with two or more years of demonstrated leadership experience.
- Experience with non-profit fundraising, grant writing, and capital campaigns is preferred.
- As this library is a 501(c) (3) non-profit organization, experience in the non-profit arena is beneficial.

**Location:** Murrysville, PA <https://www.murrysville.com/27/About-Us>

**Hours:** This is a salaried, full-time position (40 hours per week); some weekend and evening hours will be required.

**Salary:** \$55,000 to \$70,000, commensurate with experience

**Benefits:** The Murrysville Community Library offers a generous benefits package which includes paid health insurance, paid vacation, and sick leave to its full-time employees.

**To Apply:** Interested candidates should submit a cover letter including salary requirements, resume, and three references to [theresawubben@gmail.com](mailto:theresawubben@gmail.com). Applications will be accepted until the position is filled. No paper applications will be accepted.

**All library positions require the following criminal background and child abuse clearances: 1) Report of criminal history from the Pennsylvania State Police, 2) Child Abuse History Clearance from the Department of Human Services, 3) fingerprint ID based on federal criminal history submitted through the Pennsylvania State Police or its authorized agent (FBI), and 4) Mandated Reporter certification**

The Murrysville Community Library does not discriminate against someone based upon: Race ([including protective hairstyles](#)), Color, Sex ([including gender identity, sexual orientation, etc.](#)), Age, Religious creed, National origin, Ancestry, Having a GED rather than a high school diploma, Disability, Relationship to a person with a disability, Use of a guide or service animals for a disability



MURRYSVILLE  
COMMUNITY  
**LIBRARY**  
*Endless Possibilities.*