Location: Indian Valley Public Library (Southeast Pennsylvania)
Job Title: Executive Director

Responsibilities: The Board of Trustees of the Indian Valley Public Library is seeking an Executive Director who will be responsible for overall management and operation of the library, as well as protection of the organization's financial assets while ensuring compliance with applicable nonprofit, grantor, federal, and state requirements. The Executive Director reports to the Board of Trustees and is responsible to create the environment for the leadership, direction and growth and development of the library; to ensure that programs and services respond to community needs; to create appropriate linkages and actions to achieve the library's programmatic and strategic outcomes.

Requirements: The ideal candidate will have the following skills and experience:
- Knowledge of the principles and practices of professional public library work.
- Demonstrated strength in communications both oral and written, with presentation skills.
- Extensive knowledge of collection development and principles for public libraries.
- Knowledge of hardware and software systems necessary for operation of the library and management of its resources.
- Ability to communicate the library vision and role in library services to the board, staff, and community in all forms of communication.
- Ability with fundraising, development, grant writing, and marketing the library message.
- The ability to use healthy team-building principles when working with staff, board members, community partners, and volunteers.
- Ability to act as human resource manager to acquire skilled staff and manage staffing goals to meet the demands of directives based on community need and resources.
- Financial management, fiscally responsible habits of implementing a library budget, and ability to offer lucid and accurate reporting to trustees and stakeholders.
- Ability to file all appropriate forms for OCL, Erate, and reports necessary for stakeholders and funding agencies.
- Leadership ability which includes a firm commitment to excellence in services.

Experience:
- Required Master's in Library Science from and ALA-accredited institution
- Required 3-5 years of experience in public library administration with demonstrated administrative and supervisory excellence.

Salary Range: Salary range is $85,000 - $95,000, depending on the skills and experience of the candidate.

Application Process: Please send resume and cover letter, highlighting your commitment to developing relationships within the community, to CEOsearchlv@gmail.com

Closing Date: Until filled