

**NORTH WALES AREA LIBRARY**  
**233 South Swartley Street**  
**North Wales, PA 19454**

**Overview of the North Wales Area Library**

The North Wales Area Library (NWAL) is the official library of North Wales Borough and Upper Gwynedd Township and services all of the North Penn School District municipalities. In existence since 1927, all NWAL members enjoy free access to programs and activities that contribute to the local community's work force skills, educational and health care levels, children's guidance and increased ability to deal with the complexities of today's society while continuing to teach all age groups the value and enjoyment of exploring the world through literature.

**General Statement of Duties and Responsibilities**

The Director will have thorough knowledge and understanding of standard procedures for library operations including finances, facilities and formulation of policy, as well as staff selection, training and development. He/she will be enthusiastic, innovative and energetic and under the direction of the Board of Directors, will perform administrative work in planning, directing and coordinating the operation of the Library. The Director will be able to develop and implement visionary/innovative short- and long-term plans and objectives consistent with the Library's strategic plan.

**Major Duties**

1. Analyzes financial data to develop and administer an annual budget; research and plan projects suitable for grants and applies for grants. Prepares written reports on library budget, activities, current programs and future needs.
2. Assesses community needs for library services. Plans, develops, implements and evaluates library services.
3. Analyzes technical and procedural problems and solves problems. Writes, implements and reviews policies and procedures.
4. Maintains library building and grounds. Contacts maintenance vendors for library equipment and maintains service contracts.
5. Recruits, selects, motivates, trains, schedules, supervises, evaluates and terminates personnel if necessary. Maintains personnel files. Administers payroll. Conducts regular staff meetings.
6. Represents the Library at community events, District and professional meetings and conferences. Plans and implements fundraising events and participates in community outreach.
7. Creates promotional information, maintains social media, updates website; create, facilitate and publicize programming. Writes articles for community periodicals.
8. Attends Township/Borough meetings as needed. Compiles statistics and writes reports for library board meetings and state annual reports.
9. Selects fiction and electronic resources. Keeps statistics on all ordered library material.
10. Coordinates community room usage. Addresses patron complaints and disturbances.
11. Administers payables and receivables. Maintains petty cash, makes deposits and maintains information on donations.
12. Attends meetings and training for the Library ILS System as well as general educational sessions provided through national, state and county library systems.
13. Oversees PA and county inter-library loan requests.

**Qualifications**

1. Master's Degree in Library Science from an ALA accredited program, plus 3-5 years' experience in professional experience.
2. Required criminal background check and Pennsylvania child abuse clearance.
3. The ability to related to and work with community groups.
4. The ability to communicate effectively with staff, interest groups, individual patrons, donors and government officials.

**Salary Range: \$50,000 - \$70,000**

Interested candidates should send a resume and cover letter to [duffy813@gmail.com](mailto:duffy813@gmail.com).