



Swarthmore Public Library, a member of Delaware County Libraries (DCL), is seeking a Library Director who will be responsible for management of the library from starting January 2nd 2025.

The Director will work collaboratively with the Library Board and staff to serve the residents of Swarthmore Borough, as well as Delaware County. The successful candidate will be responsible for the day-to-day operations of the library, supervising the staff consisting of 3 full-time and 3 part-time employees plus volunteers, and managing a library budget and assets of approximately \$500,000.

Swarthmore Public Library at 121 Park Avenue in Swarthmore PA is located approximately 30 minutes from center city Philadelphia in a bustling community rich in nature and educational opportunities. The library is a hub for the community and boasts the highest circulation per capita in Delaware County. The Library offers robust collections and programs, and a welcoming, friendly staff.

Minimum Qualifications

- Completed at least 2 academic years of college education and 9 credit hours of library science course
- Minimum of 2 years progressive experience in a supervisory position
- Knowledge and experience with financial management and human resources
- FBI and PA criminal background check and PA Child Abuse History Clearance

Additional Qualifications Desired

- Effective manager with the ability to supervise and lead staff
- Past experience leading or contributing to a library remodel
- Strong communicator able to manage relationships with customers, staff, volunteers, Library Board, Friends of the Library, Borough representatives and staff, and Delaware County Libraries (DCL)
- Commitment to quality customer service and professional development
- Sound fiscal management and budgetary planning skills
- Knowledge and experience with library fundraising activities
- Ability to manage renovation projects
- Ability to represent and advocate on behalf of the library
- Awareness of current and emerging library trends
- Knowledge of Microsoft Office and QuickBooks applications

Overview of Responsibilities

- Manage library operations
 - Oversee the supervision, evaluation, selection, retention and professional development of all staff
 - Ensure progress on renovation including liaising with architects, focus on capital campaign, design development, preparation of construction and bidding documents, and construction and construction administration
 - Manage collection development
 - Maintain regular contact with 2 boards (Library Board and Friends) and attend their meetings



- Manage library finances
 - Manage a budget of approximately \$300,000 plus additional funds
 - Review invoices and financial statements, enter finances into Quickbooks and Excel, run and oversee payroll
 - Develop and manage fundraising events
- Duties to the Board of Trustees
 - Work with Library Board to establish, revise and implement policies
 - Work with Board Treasurer on funding requests and annual budget development
 - Provide leadership and vision for strategic planning
 - Attend all Board meetings and keep the Board informed of all library happenings
- Other responsibilities
 - Maintain and develop relationships with local community organizations and residents
 - Attend Delaware County Libraries Director's Meetings, Borough Council budget meetings, Board of Trustee committee meetings

Salary & Benefits

- \$65,000 starting salary range
- Swarthmore Library provides health benefits with employee contributions, contributions to a supplemental retirement plan, and short-term disability to all full time employees. There is also a generous paid time off (PTO) allowance based on longevity of employment plus 12 paid holidays per year.

To apply

Applicants should send a cover letter and résumé to: board@swarthmorepubliclibrary.org

Deadline: December 1st, 2024

Swarthmore Public Library is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit, and business need.