

Ellwood City Area Public Library Director Position

The Ellwood City Library is seeking a dynamic, expert communicator, and community-minded leader for the position of Library Director. Our library serves the community of Ellwood City as well as several surrounding townships. We are a member of the New Castle Library District and the Lawrence County Federated Library System.

Job Description:

The Library Director serves as the chief executive of the Ellwood City Area Public Library, responsible for day-to-day management and operations. The director implements board approved policies, leads the staff in a positive, customer service approach, and exercises independent professional judgement in operational matters.

This hands-on leadership role combines administrative oversight with direct patron service. The Director serves as the primary liaison among library staff, the Board of Trustees, community partners, and the public, and communicates regularly with the board president between monthly meetings.

We encourage candidates with experience in fundraising, grant writing, community engagement, and non-profit financial management to apply.

Job Requirements:

- Provisional librarian (Bachelor's degree from a 4-year college or university and completed at least 12 credit hours of library science courses), or Professional librarian (Bachelor's degree from a 4-year college or university and a Master's degree in library science)
- FBI, PA Criminal Background Checks, and PA Child Abuse History Clearances
- Two years library leadership experience and/or library management, preferred
- Successful leadership role in a community or non-profit organization, preferred
- Non-profit fundraising, development and grant writing experience, preferred
- Interpersonal skills to collaborate with staff, volunteers, board members and patrons
- Strong oral and written communication skills

Responsibilities:

Manage day-to-day operation of the library

- Lead, administrator, and coordinate the work of the library staff and volunteers
- Perform managerial duties related to personnel, scheduling, budget and collection development
- Collaborate with the treasurer on budget and payroll
- Pursue financial support on local, state, and national levels
- Identify and write grant applications
- Develop and maintain relationships with the community, including local governments, businesses, schools, and fundraising organizations
- Represent the library at meetings and workshops
- Attend community and library fundraising events

Collaborate with the Board of Trustees:

- Ensure the mission and values of a public library
- Evaluate library performance and effectiveness
- Monitor, identify and address relevant financial, operational, staffing and facility issues

Salaried full-time position maintaining a minimum 40-hour work week including some evenings and weekends. All interested parties please email resumes or questions to Michelle Hand, Library Board of Trustees President, ellwoodlibrary@gmail.com.