

# Whitehall Township Public Library

## Library Director

The Board of Trustees of Whitehall Township Public Library is seeking a creative, dynamic professional with a commitment to excellent library service for the position of Library Director.

The Whitehall Township Public Library is located in eastern Pennsylvania and directly serves a diverse suburban population of 27,714. It is a member of the 12 library Lehigh Carbon Library Cooperative.

### Summary of Duties:

- Develop, administer and coordinate the operation of the Library
- Manage a collection of 74,000 items with an annual circulation of 90,000
- Recommend policy updates to the Library Board of Trustees
- Work with the Whitehall-Coplay School District, local government, and LCLC libraries as part of the cooperative
- Build and maintain relationships with local businesses and the Whitehall community
- Write grant applications
- Oversee the \$590,000 Library budget
- Assist in the development of strategies for dealing with emerging challenges in library service
- Supervise a staff of both full- and part-time employees
- Communicate and meet with the Friends of the Whitehall Township Public Library

### Qualifications:

- Master's degree in Library Science or Master of Library and Information Science from an ALA accredited school
- At least 5 years of progressively responsible experience in public libraries, including at least 3 years supervising a public library department or directing a public library
- Act 34 Criminal Record Check and Act 151 Child Abuse History clearances
- Working knowledge of integrated library systems software, Microsoft Office and similar software programs
- Familiarity with Pennsylvania State Library regulations and reporting requirements
- Experience in budget management, fundraising, staff supervision, and public communications

Position: 40 hours or as needed per week

Salary: Commensurate with experience and qualifications

Benefits: Health/prescription/dental, life insurance, long- and short term disability insurance, vacation and sick leave, TIAA retirement plan is available

Please submit cover letter, resume and three professional references to:

Joan Shafer, Board of Trustees  
Whitehall Township Public Library  
Joan.Shaferwtpl@gmail.com