

Librarian/Director
California Area Public Library
100 Wood Street • California PA 15419
724-938-2907 • 724-938-9119 FAX

A member of the Washington County Public Library System.

Duties and Responsibilities:

Librarian will be responsible for management, organization and maintenance of collection development, cataloging, and reference in 18,000-volume library open 45 hours per week.

Librarian's duties will include:

- Attending scheduled District meetings.
- Supervising children's programs and activities and summer bookmobile program.
- Maintaining satellite collection at local senior center.
- Preparing and filing statistical reports required by District and State.

Administrative duties include:

- Reporting to Board of Trustees at regularly scheduled meetings.
- Supervising and scheduling three part-time employees as well as volunteers, seasonal employees and interns, utilizing skills of staff to their personal and the library's best advantage.
- Searching for grant opportunities and applying for all available assistance.
- Maintaining official records of meetings, as prepared by Board secretary.
- Monitoring timely management of all mail as well as routine payments and compliance for all financial responsibilities.

Director will be the liaison between municipalities for fund raising and make frequent contact with local school district and all municipalities in the library service area.

Qualifications:

The successful applicant must have a minimum sixty credit hours earned college credit, including nine credit hours of library science courses. The successful applicant must also have excellent knowledge of information technology as well as good oral and written communication skills.

Salary:

20 hrs/wk. min., 5 days vacation, 5 sick days. Salary and hours negotiable.
Some Saturdays and Special Events required.

Submit résumé and three references to:
Personnel Committee, California Area Public Library
100 Wood Street • California PA 15419

Apply by February 26, 2006