

J. Lewis Crozer Library

Head of Adult Programming and Community Outreach

Position Overview:

This position entails duties covering a wide array of library services with an emphasis placed on library programming, technology instruction, and promotion of library services via partners and at off-site locations. A person in this position will be expected to cultivate and maintain partnerships and contacts within the Chester community and collaborate for both one-time and ongoing programs. This is a full-time department head position. Flexibility in scheduling is required and will include some evening and Saturday hours.

Essential Job Functions:

- Promote the understanding and use of the library and its resources to the community at large. Represent the library and library interests within the community.
- Plan and direct library programming for adults both on location and off-site.
- Analyze and identify service population needs and develops plans to meet those needs.
- Network with other agencies to provide and obtain materials and services.
- Develop, market, and deliver technology/digital literacy training programs for staff and patrons.
- Provide one-on-one training/troubleshooting of customers use of library technology.
- Assist in the implementation, maintenance, and expansion of library technology
- Develop and maintains strong relationships with government entities, local non-profits, and other community partners.
- Support the Head of Youth Services in maintaining the social media presence for the library.
- Collaborate with other department heads in the daily administrative tasks needed to keep the library functioning efficiently.
- Work with the library's board and the Head of Children's Services to release a library newsletter on a monthly basis.
- Participate in collection development and expansion with other department heads.
- Prepare a professional development plan to support the development of the staff.
- Assist the Head of Youth Services in the execution of their programming when needed.
- Additional duties may be assigned as needed.

Qualifications:

- A Bachelor's degree is required. Master's degree is preferred.
- Teaching experience strongly preferred.
- Library and/or customer service experience preferred.
- Reliable transportation is required for this position as the responsibilities will often require travelling to community partners.
- 3 clearances must be completed prior to employment offer:
 - PA Child Abuse Clearance
 - PA Criminal History Clearance
 - FBI Fingerprinting Background Check
- Standing, lifting (25lbs), bending, the ability to read small print are all physical requirements for the position.
- The applicant should enjoy working with and assisting individuals of all ages in Chester's diverse community.
- Respect for supervisors, coworkers, and patrons is essential along with sensitivity to patron privacy.

Compensation:

The salary for this position has been established at \$40-45,000 annually and includes fully-paid health and dental insurance. Optional enrollment in TIAA-CREF.

Send resume and cover letter to crozerlibrary@gmail.com