Job Description

Executive Director

The Executive Director is an exempt position which, under broad policy guidance and direction from the Authority Board, performs professional and administrative duties in planning, developing, implementing, and directing public library services to respond to the needs of the community. These duties include budget preparation, evaluation, personnel, collection development, management of library services and resources, community relations, and facility maintenance. Supervision extends to all library personnel, whether direct or indirect.

Responsibilities include but are not limited to:

- Administering board policies; providing staff support and effectively interfacing and responding to Board requests for information;
- With the Director of Finance & Support Services, preparing budget in consultation with Authority Board Treasurer and Finance Committee for Authority Board approval; monitoring and approving expenditures as directed by the Authority Board; administering gifts, state and federal monies;
- Assisting in development and accomplishment of goals established in long range plan;
- Administering maintenance of Library facilities and equipment; working with architects and planners on facility development;
- Participating in professional meetings, classes, conferences, and workshops, locally and nationally;
- Reading professional materials to update and maintain knowledge and skills;
- Preparing and processing administrative reports and actions;
- Implementing Library security policies and procedures;
- Maintaining relations with the managers and elected officials of the supporting municipalities, Library Foundation, and community partners;
- Conferring with the Authority Board on policies and long-range Library programs; recommending new policies to the Authority Board and advising Board of new concepts in organization, procedures, equipment, and technology through periodic reports; preparing reports for and advising the Board on progress toward goals, budget issues and planning;
- Leading the management team in goal setting, personnel administration, program initiation, training, problem solving and achievement of objectives; initiating change by developing and implementing new systems, programs and technologies;
- Negotiating and overseeing contracts for services provided to the Library; developing plans for capital expenditures; researching or supervising the

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preparation of statistical reports regarding Library operation, finances and programs;

- Overseeing the employment, retention, promotion, transfer, and termination of Library personnel consistent with approved personnel policies, rules and regulations, and serves as final authority on all personnel matters; provides leadership and training for Library staff;
- Representing the Library at various professional conferences and public meetings; making presentations, giving speeches, attending and chairing meetings; actively participating in ACLA's Librarians Advisory Council and in advocacy efforts with appropriate entities to achieve positive library legislation and funding for public libraries;
- Developing and coordinating programs of service to meet community needs including planning for efficient and economical use of labor, buildings, equipment and materials;
- Attending all Board and committee meetings and reporting to Board as requested;
- Preparing and directing the preparation of various statistical reports, state and federal reports; coordinating special studies on a variety of complex problems which require a high degree of technical competence and political awareness;
- Assuring that positive public relations and effective working relationships are maintained by the Library with the general public, the member municipalities, other governmental agencies, and the media;
- Reviewing work methods and interdepartmental procedures to ensure effective work flow and compliance with established policies and procedures;
- Promoting and maintaining safety in the work place;
- Attending, virtually or in-person, seminars, conferences, workshops, classes and/or webinars to enhance and maintain knowledge of trends and developments in library services;
- Assisting with community events;
- Assisting staff with enforcing library policies for patron behavior, participating in disaster and emergency procedures, completing Incident Reports and calling police or other official assistance, when necessary.

Knowledge, Skills and Abilities:

- Thorough knowledge of the theories, principles, and objectives of library science;
- Thorough knowledge of library organization theories;
- Thorough knowledge of current trends and developments in the library field;
- Knowledge of and experience with effective participative management techniques;
- Knowledge of supervision, training, and staff utilization principles;
- Working knowledge of public relations procedures;
- Working knowledge of budgetary and accounting processes;

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- Ability to plan, organize, supervise, and evaluate the work of employees in diversified library activities;
- Superior human relations and communication skills;
- Ability to establish and maintain effective and harmonious working relationships with a diverse group of employees, other agencies, and the general public;
- Ability to maintain a high level of professionalism and customer service while enforcing the Library's Rules of Conduct, while working in public areas, and when confronted by aggressive or challenging patrons;
- Ability to handle confidential information with integrity;
- Ability to prioritize multiple activities and/or interruptions and to work positively and effectively within a team model;
- Ability to operate office and computer equipment and technology including computers and various software platforms, printers, and copiers, etc.

Education and Experience:

- Completion of Master's Degree in Library Science from a program accredited by the American Library Association, and a minimum of five years of experience as a librarian in an increasingly responsible supervisory and/or administrative position;
- Substantial experience in public services and dealing with the public; or an equivalent combination of education and experience which provides the required knowledge and abilities;
- Pennsylvania professional certificate.

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NORTHLAND PUBLIC LIBRARY AUTHORITY
Personnel Committee MEETING – Held in person and virtually, using Microsoft Teams
October 14, 2025, 7:00 p.m.
AGENDA and MEETING SUMMARY

I. Call to Order: Meeting was called to order at 7:01p by Irene Caliendo

II. In attendance: Irene Caliendo, Casey Sample, Sarah Poweska, Amy Steele, Alexis McKinley, Annemarie Lamperski, Ellen DiMartini
Excused: Dana Getz, Rebecca Munoz, Sherry Murray

III. Comments from the Public: There were no comments from the public.

IV. New Business:

A. 2026 Raise Pool and Promotions – Amy Steele
Amy presented a summary of the merit raise pool and staffing considerations for 2026. The Authority Board approved the budget at the September Board meeting. Amy reported that she has made budget presentations to 2 of 5 municipalities (Marshall and McCandless) and the requested budget amounts were approved. A presentation also was made to Franklin Park. No vote was taken, but there no issues with the budget were noted. Sarah Poweska reported that Ross has begun the budget process.

B. Foundation Board retention – Alexis McKinley
Alexis presented current Foundation Board member, Sara Hammel for retention. Both Alexis and Amy highly endorse Sara for retention on the Foundation Board. Sara was approved unanimously to serve for a 3 year term.

V. Old Business:
A. Irene Caliendo gave a status report on behalf of the ED Search Committee: Dana Getz, Michael Smith and Irene Caliendo will represent the Authority Board on the Search Committee. These members met with Mandy Simon (Bradbury Miller) for an initial meeting. Ms. Simon will provide a draft job announcement to the Committee by Oct. 24th. The job will be posted on various websites between Oct 28th and Dec. 7th. Candidates for the first

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round of interviews will be selected on Dec. 22. The target date for extending an offer is the second week of Feb. 2026.

VI. Minutes from July 30, 2025 – Motion to approve minutes was made by Amy Steele. The motion was approved. Casey Sample abstained.

VII. Legal Matters: None

VIII. Comments from the Public: There were no comments from the public.

IX. Adjournment: Motion to adjourn was made by Alexis Mckinley. Motion passed. Meeting was adjourned at 7:20pm.

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