

Monaca Public Library: Part-Time Library Director

Resume Deadline: March 27, 2026

General Description

This is an administrative and professional position entailing the direction of operations for the Monaca Public Library. The Director operates within the framework established by the library's by-laws and the Library Board of Directors, performing duties with a high degree of independent judgment and initiative.

Position Details

- **Type:** Part-time.
 - **Hours:** 20–25 hours per week including some evenings & Saturdays.
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Core Responsibilities

Leadership and Management

- Represent the library in the community and promote its programs and services.
- Work and assist the Friends of the Library Group for fundraising events when needed
- Identify the needs of a culturally diverse population to create a welcoming environment.
- Attend County Library System meetings, training workshops, and monthly director's meetings.
- Attend Library Board of Trustees meetings (providing director's reports)
- Complete reports for the Board of Trustees, County Library System, and Office of Commonwealth Libraries.
- Manage and train staff and volunteers; Hire staff w/ final board approval.
- Handle scheduling and payroll.

Financial and Operational Management

- Manage day-to-day financial operations, including purchase orders, revenue statements, bill coding, and petty cash.
 - Operate within budget constraints while seeking and administering external funding and grants.
 - Oversee collection management: selection, deselection, cataloging, circulation, and weeding.
 - Coordinate all library activities, including circulation functions and resolve reference questions or complaints.
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Qualifications

- **Certification:** Must meet or exceed the Office of Commonwealth Libraries' certification criteria.
- **Education:** Associates degree with at least 9 library credit hours or willingness to complete such credits.
- **Skills:** Strong organizational, interpersonal, and problem-solving skills; tech-savvy with knowledge of emerging trends.
- **Experience:** MS Office, Quickbooks bookkeeping and grant writing experience are preferred.

Mandatory Requirements

- Pennsylvania Criminal Background Check.
 - Pennsylvania Child Abuse History Clearance.
 - FBI Background Check.
 - Completion of Mandated Reporter Training.
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How to Apply

Interested candidates should submit a **resume and cover letter** via:

- **Email:** monacaplbd@gmail.com
- **Regular Mail:** Monaca Public Library

Attn: Library Board President

998 Indiana Ave

Monaca PA 15061