

Executive Director, Cheltenham Township Library System

Location: Cheltenham, PA Type: Full Time Min. Experience: Senior Library Executive

MISSION AND ORGANIZATION

The Cheltenham Township Library System (CTLS), is a dynamic library system of 4 neighborhood libraries located in Cheltenham Township in Montgomery County, PA, a racially and economically diverse community of nearly 37,000, located approximately 20 minutes from Center City, Philadelphia. The System is 90% funded by the municipality, along with donations from the community through their 4 Friends groups, for a total budget of almost \$2 million.

With a mission to inspire a love of learning and foster the sharing of ideas, the Library celebrates the rich diversity of the Cheltenham community and respects every individual. CTLS strives to promote the building of strong bonds between and among neighbors and to help create a cohesive community.

THE COMMUNITY

The community was originally founded by Quakers and has a rich economic and cultural history. In addition to being a stop on the Underground Railroad and home to Camp William Penn, a training camp for African Americans soldiers serving in the Civil War, in the 20th Century it developed into one of Philadelphia's most prominent suburbs. Cheltenham is home to Arcadia University, Salus University, Westminster Theological Seminary, Gratz College and Reconstructionist Rabbinical College. Today, this vibrant community hosts 5 major SEPTA Rail Stations providing easy access to Philadelphia for work and pleasure, and celebrates its history, beautiful parks, great schools, and a highly educated populace eager for library services.

POSITION OVERVIEW

This is highly responsible administrative work involving the direction of a broad range of public library functions, and requires a thorough knowledge, skill, and ability in every phase of the public library field.

The Executive Director leads the Cheltenham Township Library System (CTLS). Under the direction of the Library Board of Trustees, the Director develops, administers, supervises, and coordinates the work of the library and staff, performs managerial duties related to personnel, budget, building maintenance, and library operations and services. Work involves responsibility for the management of a large public library's resources, and provision of library services to patrons and community organizations. The position is also responsible for working with the Board for policy development, and planning, organizing, developing, and executing CTLS strategic plans.

In addition to these tasks, the Executive Director of CTLS has the charge of engagement in the community by forging partnerships and collaborations with other groups, schools, and community leaders through initiatives that benefit the Cheltenham Township residents.

The successful candidate's success will build upon core competencies to ensure organizational sustainability and growth:

1. Organizational Leadership
2. Community Engagement for Support of Budgetary Initiatives
3. Relationship Building with Township Commissioners
4. Resource Development (Fundraising, Budget Development, Organizational Advocacy)
5. Demonstrated Business Acumen
6. Strategic and Innovative Thinking
7. Action Oriented
8. Knowledge of Best Practices in Library Management

The Executive Director is primarily responsible for the following:

Leadership and Organizational Management

- Manages the development and implementation of short and long-range performance planning, measurement and evaluation systems to ensure program and operational integrity and quality are maintained and resources are appropriately aligned.
- Assesses, attracts, and retains talent, both Staff and Volunteers, to build and lead high-performing teams. Ensures staff have the skills, competencies, and resources necessary to be successful.
- Supervises management team of 5 including hiring, training, goal setting and evaluation.
- Analyzes and resolves problems, including complaints and intellectual freedom issues.
- Maintains knowledge of best practices, technology and trends and keeps up-to-date on applicable laws, standards and required reports.
- Oversees the management of the day-to-day operations of the library branches.
- Serves as the principal professional resource to the Board of Directors.
- Advises in matters of CTLS policy, procedures, rules and regulation formulation, interpretation, and implementation.
- Participates in professional organizations; serves on committees as needed and enrolls in continuing education opportunities as required.

Financial and Fundraising Development

- Oversees budgetary processes, including fundraising, grant writing and budget requests.
- Implements budgetary initiatives identified by the Board of Directors for long-term, independent sustainability of the CTLS.
- Promotes fundraising in the community specific to legacy, and endowment gifts.
- Collaborates with the Friends of the CTLS to plan, organize and manage annual fundraising campaigns.
- Initiates and stewards relationships with philanthropic partners (foundations, community organizations, colleges and universities, corporations, etc.)
- Meets with prospective and current donors on a regular basis to listen and respond to their needs.

Strategic Management

- Assists the Board of Directors in developing a Strategic Plan for a 3-year time horizon, and is responsible for the implementation of the plan developed.
- Oversees and drives the execution of all strategic planning and internal operations while increasing efficiency and effectiveness across the organization.

Community Impact and Partnerships

- Develops working relationships with Agencies and Educational Institutions in identifying and maintaining cooperative goals that benefit community residents aligned with Strategic Plan priorities.
- Develops relationships with government officials and agencies for advocacy on behalf of the library system.
- Interprets library policy to staff and community, and cultivates and promotes library support on all levels.
- Represents the library system at local, county, state and national meetings and conventions.

Board Relations

- Provides a report of the activities and financial status of CTLS together with an appraisal of progress at each board meeting.

Facilities Management

- Oversight of Facilities Management Issues and Budgeting for Maintenance and Repairs.
- Conducts system-wide meetings and frequent site visits to branches.

EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

- Masters of Library Science Degree and State certification as a Librarian with 5 or more years of prior library experience, including 3 years in an administrative role.
- Possess thorough knowledge of library science principles, practices and procedures, including dissemination of information to the public and an understanding of the information needs of the community.
- Excellent communication (listening, speaking, writing and presentation) skills.
- Ability to lead and motivate others, direct negotiations and build consensus.
- Ability to use computer hardware/software for library applications.
- Ability to read and interpret complex financial and statistical information as well as library and township policies.
- Ability to use library technology to plan and secure enhancements to library automation.
- Ability to organize and prioritize workload effectively.
- Ability to handle deadlines and manage stress.
- Accuracy and attention to detail.
- Acts with diplomacy and tact.

PERFORMANCE OBJECTIVES:

Within six months, the Executive Director will be expected to continue to deliver outstanding outcomes while successfully addressing and meeting the following:

- Contribution to the launch and creation of a strategic and resource plan
- Relationship building with the municipality and community partners.
- Community conversations and stakeholder interviews

COMPENSATION:

The salary range for this position is \$90,000 to \$110,000 consistent with previous experience. Accompanying the base compensation provided to the Executive Director, this position offers a benefits package including health/dental/vision insurance, generous leave policy, employment assistance program, retirement contribution, life insurance, disability and other benefits. Relocation expenses are negotiable.

HOW TO APPLY:

Please send a cover letter and resume to CTLSExecDirSearch@gmail.com by 10/8/2021. All applications will be reviewed after the above date.