

CHELTENHAM TOWNSHIP LIBRARY SYSTEM

DATE: June 2023

POSITION TITLE: Head Librarian

FLSA STATUS: Exempt

HOURS: 37.5 hours per week, including nights, and weekend rotation

The Cheltenham Township Library System, located just outside the Philadelphia city limits, seeks a dynamic, innovative librarian to lead our Glenside branch. The ideal candidate will be community-minded and think beyond the walls of the library to serve a very active, culturally diverse community. The Head Librarian creates and maintains an enriching environment that promotes and sustains accountability, efficiency, collaboration, continuous learning, and high-quality customer service. This position oversees the physical plant and day-to-day operations of the branch, and directly supervises a team of paraprofessional and professional staff. This position also provides leadership to staff throughout the library system to organize and promote excellence in community engagement efforts with the goal of creating a thriving library system in the Cheltenham Township community. The Head Librarian participates in the management team for the Library System.

CTLS is proud to be an equal opportunity employer and is committed to providing equal opportunity for all employees and applicants. CTLS recruits, hires, trains, promotes, compensates, and administers all personnel actions without regard to race, color, religion, sex, gender, gender identity, gender expression, national origin, age, mental or physical disability, ancestry, medical condition, marital status, military or veteran status, sexual orientation, or any other status protected by applicable law.

MINIMUM QUALIFICATIONS

- Master's degree in Library Information and Science from an ALA accredited institution.
- Three to five years of recent progressively responsible public library experience, including two years of leadership or supervisory experience.

SALARY

The minimum starting salary is \$58,000 plus a full benefits package, commensurate with experience and qualifications.

HOW TO APPLY

- For a full job description and fillable application, applicants should visit our website at <https://cheltenhamlibraries.org/about-us/job-opportunities/>
- Applicants should email a resume and cover letter in PDF format, along with the completed application to ctlsoffasst@mclinc.org
- Interviews will begin July 10 and continue until the position is filled.