

The Ligonier Valley Library is seeking an experienced, community-oriented professional to lead the LVL in the role of Executive Director.

Nestled in the picturesque Laurel Highlands of Western Pennsylvania is the charming, historic town of Ligonier. A popular tourist destination, it is a vibrant community boasting small businesses, shops, artisans, eateries and recreational venues, as well as renowned hiking, fishing, ski resorts and golf courses. Home to a diverse population of entrepreneurs, professionals, artisans, retirees, young families and students, Ligonier offers a year-round calendar of community events highlighted by the annual fall celebration of "Fort Ligonier Days" which draws a national audience. The City of Pittsburgh, located 50 miles west of Ligonier, offers an accessible cosmopolitan atmosphere.

Situated in the center of town on the Ligonier "Diamond" is the Ligonier Valley Library, a modern facility housing a collection of more than 63,000 titles, carefully stewarded by an experienced and dedicated staff, and with circulation surpassing 97,000. Unique to the library is its Pennsylvania room, an impressive collection of historical documents dating back to the 1700's. The library boasts cultural and educational programs for children, youth and adults and is supported by a generous membership, grants and endowments.

The position of Executive Director of the Ligonier Valley Library presents opportunities for dynamic leadership of a skilled team, creative programming, fiscal management of a budget in excess of \$600,000, and the lead in fundraising at a beloved community institution.

Primary Responsibilities: The Executive Director provides visionary leadership in the overall management and strategic direction of the library; designs and oversees a diverse range of programs and services to meet the needs of the six distinct communities the library serves; provides leadership in raising and stewarding social and financial resources that aide in achieving the library's mission; develops and implements the library's strategic plan in alignment with community needs and trends; oversees the library's collections to ensure they are relevant and responsive to the needs of patrons; ensures daily operations are smooth and effective; manages the budget and allocates resources; develops, in conjunction with the Board of Trustees, and implements library policies; ensures maintenance of the over 13,700 square foot library building, its technologies and resources; is dedicated to literacy, lifelong learning and the mission of the Ligonier Valley Library.

Qualifications: The ideal candidate brings five or more years of experience in library management or a related field, with two or more years in a leadership position, and a Master's degree in Library Science (MLS/MLIS). Candidates are expected to demonstrate strong knowledge of library management principles, best practices and emerging trends. A proven ability to successfully manage budgets, staff and library operations is required.

The likely salary range for this position is \$63,000-\$75,000 annually, commensurate with experience and demonstrated prior achievements. The LVL is proud to offer a generous benefits package. Interested, qualified candidates are invited to send a cover letter and resume to jobs@ligonierlibrary.org. We look forward to reviewing your application.

Position Description

Job Title: Executive Director

Location: Ligonier, PA

Position Type: Full-time onsite

Position Summary: The Executive Director of the Ligonier Valley Library is responsible for the overall management and strategic direction of the library. This role involves overseeing daily operations, managing an experienced team of library staff members, ensuring that the library meets the needs of the six distinct communities it serves and providing leadership in the raising and stewarding of social and financial resources that will aide in achieving our mission. The Executive Director works closely with the Board of Trustees, community organizations, and other stakeholders to promote library services and programs.

Key Responsibilities

- **Leadership and Management:**
 - Provide visionary leadership to ensure the library fulfills its mission and strategic goals.
 - Oversee the recruitment, training, and evaluation of library staff.
 - Foster a positive and productive work environment and promote professional development.
- **Operations and Administration**
 - Manage the library's budget, including allocation of resources and financial reporting.
 - Develop, in conjunction with the Board of Trustees, and implement library policies, procedures, and best practices.
 - Ensure the maintenance of library facilities, technology, and resources.
- **Program Development**
 - Design and oversee a diverse range of programs and services to meet community needs.
 - Evaluate the effectiveness of library programs and services and make improvements as needed.
 - Promote literacy, lifelong learning, and cultural enrichment through library activities.
- **Community Engagement**
 - Build and maintain relationships with community organizations, local government, and other stakeholders.
 - Advocate for the library's needs and services within the community.
 - Represent the library at public events, meetings, and conferences.
- **Strategic Planning**
 - Develop and implement the library's strategic plan in alignment with community needs and trends.
 - Conduct needs assessments and use data to guide decision-making and improve services.
- **Library Collections**
 - Oversee the selection, acquisition, and management of library collections, including books, digital resources, and media.

- Ensure that the library's collection is diverse, relevant, and responsive to the needs of patrons.

- **Compliance and Reporting**
 - Ensure compliance with legal, regulatory, and accreditation requirements.
 - Prepare and present reports to the library board, stakeholders, and funding agencies.

Qualifications:

- Master's degree in Library Science (MLS or MLIS) from an ALA accredited institution preferred.
- Minimum of five years of experience in library management or a related field, with at least two years in a leadership role.
- Strong knowledge of library management principles, best practices, and emerging trends.
- Proven ability to manage budgets, staff, and library operations effectively.
- Excellent communication, interpersonal, and organizational skills.
- Demonstrated ability to work with diverse populations and build community partnerships.
- Experience writing grants and a proven ability in fundraising.
- Experience with strategic planning and program evaluation.

Preferred Qualifications:

- Experience with grant writing and fundraising.
- Familiarity with library automation systems and digital resources.
- Professional involvement with library associations or community organizations.

Working Conditions:

- Full-time position with occasional evening and weekend hours required.
- Office environment with frequent interaction with library patrons and staff.
- Clearances required for employees having contact with children per PA Act 47 of 2019.

Application Process:

Interested, qualified candidates are invited to submit a resume and cover letter to jobs@ligonierlibrary.org. Applications will be reviewed on a rolling basis until the position is filled.