



📞 412-351-5356

📍 419 Library Street, Braddock, PA 15014

✉️ info@thebcla.org

Job Description:	Library Director
Employee Classification:	Exempt
Reports to:	Executive Director
Wage Rate:	Negotiable; 40 hours/week

We believe empowering creative minds is a catalyst for positive change.

Carnegie One Braddock is surrounded by a community of passionate and creative people. Discover how our library, through empowering creative minds, is a driving force in making positive changes happen.

YOUR IMPACT

Carnegie One Braddock (COB) seeks an innovative, visionary leader to shape and steer the first Carnegie library in the United States to the future. As our Library Director, you'll guide our team, champion innovative programs, and ensure our collections, technology, and services meet the evolving needs of our diverse population of nearly 14,000. Your leadership will directly influence how thousands of people discover, learn, and connect every year.

Why You'll Love It Here:

- A mission-driven environment where your work directly enriches lives.
- Professional development support, including conference attendance and training stipends.
- Competitive salary and comprehensive benefits package.
- Opportunities to innovate—whether launching a new STEM program, expanding digital archives, or reimagining library spaces.
- A supportive, collaborative team that values creativity, inclusivity, and service.

ESSENTIAL DUTIES/RESPONSIBILITIES

Administrative & Operational Duties

- Develop long-term plans to further Carnegie One's mission and achieve strategic goals.
 - Manage projects such as documenting archival items, scanning, optimizing library space for ease of use and accessibility, etc.
 - Develop and enforce library policies and procedures
 - Communicate with Executive Director about changes and modifications to the library
- Answer all correspondence regarding the library, including emails, phone calls, and postal mail.
- Maintain shared calendars and files
- Oversee management and development of COB's traditional and non-traditional collection items:
 - Run appropriate reports to aid in selection process: monthly withdrawn report; weekly/monthly high demand holds report; billed report; damaged report; missing report
 - Approve purchase requisition for all collection items, collection processing supplies, and magazine subscriptions (annually)
- Maintain knowledge of current trends and developments in the field of library science.



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- Supervise training and management of COB library staff and volunteers (both Braddock and Turtle Creek satellite)
 - Ensure that patron/staff interactions are positive and that staff and volunteers have the knowledge, skills, and tools necessary to assist patrons effectively
 - Schedule library staff and any designated volunteers, including paid time off requests; approve library staff bi-weekly time sheets
 - Interact with patrons and resolve library-related disputes with patrons and patron records
 - Reconcile daily cash register

Financial Management: In collaboration with the Executive Director, develop and manage the library budget, supervise expenditures, and ensure cost-effective use of funds from municipal allocations, grants, and donations.

- Develop and manage the library budget
- Supervise expenditures and ensure cost-effective use of grants and donated funds
- Identify grant opportunities and prepare proposals to support the library budget
- Prepare annual reports: Planned use for state aid, table gaming funding survey, compile end of year attendance for all programs, state report and documentation, computer rollout planning and implementation (3-year cycle)
- Submit purchase requisitions and invoices to the Executive Director in a timely manner
- Participate in ACLA and CLP programs, committees, and meetings
- Manage all communications from ACLA and library committees; comply with membership duties
- Monitor continuing education credits for staff
- Communicate opportunities through ACLA (grants, initiatives, changes to shared services, etc.) to COB

Programs:

- Coordinate with staff on programs and collection development
- Work with community partners on programming
- Coordinate and communicate with other libraries in the county

Education and/or Experience:

- Master's degree in Library and Information Science (MLIS) from an ALA-accredited program (or equivalent).
- 5+ years of progressive leadership experience in a library or related cultural institution.
- Proven ability to manage budgets, lead teams, and deliver impactful community programs.
- Strong understanding of emerging library technologies and digital resources.
- Excellent communication, advocacy, and relationship-building skills.
- A passion for literacy, lifelong learning, and community engagement.

CORE COMPETENCIES

- Effectively communicate (orally and written) with general public and staff. Ability to identify and communicate any issues affecting COB.



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- Understands the mission of Carnegie One Braddock and has the ability to define problems, establish facts, exhibit unbiased judgment and initiative in the development, implementation, and evaluation of goals, policies and procedures, and programs for COB.
- Exhibits dependability on the job with respect to being conscientious, thorough, and reliable in achieving the COB's goals and the needs of the organization; this includes being available and responsive to issues and concerns as they develop.
- Must have valid driver's license, current insurance, and reliable transportation to travel to areas designated as part of job by Executive Director.
- People-focused, social, and passionate.
- Commitment to the mission and vision of COB.
- Strong collaboration skills with an emphasis on networking and relationship building.
- Preferred Skills and Experience that would be helpful but not required:
 - Previous public library and customer service experience.
 - General knowledge of technology trends including mobile devices and social media

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is frequently required to use hands to finger, handle or feel objects, equipment, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- COB functions and program spaces are on multiple levels of the building accessible by elevator.

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment varies from quiet to very noisy.

We are an equal opportunity employer and celebrate diversity. We encourage candidates from all backgrounds to apply.

JOIN US!

If you're ready to lead with vision and heart, send us your resume via info@thebcla.org and a brief note about a library initiative or program you've led that made a meaningful impact. We can't wait to see how you'll help write the next chapter of the story of America's first Carnegie library!