



Head of Library Resources & Technology

Pay Grade: 4

Starting Pay Range: \$47,151- \$53,000 per year, commensurate with experience

Status: Full-Time, Exempt

Hours/Schedule: 37.5 per week; some evenings and weekends required

Benefits: Paid Time Off, Paid Holidays, Retirement Plan with 3% match, Health, Dental & Vision Benefits

Cooper-Siegel Community Library, and its branch in Sharpsburg, serve nearly 30,000 residents in six diverse municipalities that make up the Fox Chapel Area School District. Both libraries provide free access to information, education and recreation through high-quality collections, programs and services. Our mission is to cultivate a community of lifelong learners.

Organizational Relationships

Reports to: Executive Director

Supervises: LSA I (Processing), LSA II (Selection), Library Collections Specialist, Makerspace Manager

Position Summary

This position is responsible for the organization, planning, development, and maintenance of Library Resources in all formats. This position also ensures the effectual implementation, operation, and maintenance of all components of the library's technology and equipment.

Shared Management Team Duties & Responsibilities

- Cooperates as a team member and supports the library service model by providing an excellent patron experience.
- Supports delivery of a consistent experience that reflects the uniqueness of our libraries' diverse communities.
- Interprets library policies and procedures for public and staff.
- Participates in hiring, supervising, training, developing, and evaluating staff.
- Maintains positive relations with the community and library staff.
- Participates as a member in work and activities of professional associations and/or countywide committees.
- Stays up to date on professional developments through participation in professional organizations, system meetings, workshops, and continuing-education opportunities.
- Reads professional literature.
- Participates in professional Management Team decisions.
- Acts as library Person-in-Charge as needed.
- Models exceptional customer service at all Public Service Desks.

Essential Duties and Responsibilities

- Plans, coordinates, and supervises all aspects of Library Resources, including formulation of policies and procedures.
- Oversees all areas of collection management, including budgeting, cataloging, processing, selection, deselection, procurement, and logistics.
- Monitors and maintains usage statistics for all library services.
- Creates and delivers statistical reports as needed.
- Assigns and approves all direct reports' scheduling, approving timesheets and monitoring attendance.
- Attends all required workshops, meetings, and training as assigned.
- Supports the library's information technology to include: data exchange networks, computer software, computer hardware, server hardware, server software, peripherals, printers, and other electronic devices related to the operation of the library.
- Supports the library's integrated library system and mobile app.
- Supports the library's computer time and print management systems.
- Supports the library's audio and video equipment.
- Supports the library's door count, security, and phone systems.
- Plans and implements information technology configuration, optimization, diagnostics, and repair of the library's technologies.
- Develops, updates, maintains, and supports the library's website.
- Supports Makerspace programs, technology, and equipment.
- Coordinates training of staff and public in use of the library's information technologies.
- Keeps abreast of developments in technologies through contact with vendors, user groups, attendance of workshops/conferences, and literature review.
- Participates in annual budget planning for information technology operations both short and long term.
- Maintains regular and predictable attendance and punctuality.
- Participates in setting policies and procedures for the library's information technologies.
- Recommends information technologies to meet the needs of library and its users.
- Determines course of action for resolving major library information technology problems.
- Performs other special projects and other duties as assigned or required during and outside of regular business hours.

Required Education and Experience

- Master's degree in Library and Information Science from an ALA-accredited school or program is required.
- At least 3 years of experience in collection development, information technology, and employee supervision in a library.

Required Skills, Knowledge and Abilities

- Considerable knowledge of library operations, services, and items.
- Working knowledge of integrated library systems, Sierra preferred.
- Proficient in website design and maintenance, Wordpress preferred.
- Ability to effectively present information and respond to information requests from customers.

- Ability to develop appropriate statistical gathering methods; to gather and analyze statistics or other measuring tools.
- Ability to supervise effectively and positively.
- Excellent time-management skills.
- Ability to analyze information and develop recommendations.
- Ability to create and generate reports.
- Ability to speak comfortably and effectively in public.
- Ability to work independently, organize and prioritize work; respond to varied/changing work demands and make decisions as required; demonstrate initiative.
- Ability to use computer software and manage computerized files.
- Ability to adapt to new technology and identify ways to use them for library services when appropriate.
- Ability to translate knowledge gained through training into recommendations for library-service improvements.
- Ability to recognize how all parts of library services fit together and to retain that global approach when planning and solving problems.
- Ability to apply intellectual freedom principles to library services.
- Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationships with the public, co-workers, and supervisors.
- Ability to speak, write, and read English.
- Ability to maintain confidentiality of library patron information.

Required Behavioral Competencies (add any others that are specific to the position)

- Work well in a team environment and independently
- Integrity and trust
- Dedicated to exemplary customer service
- Quick and continuous learner
- Good decision maker
- Willingness to accept and cope effectively with ambiguity and change
- Self starter
- Looks for solutions to problems

Physical Requirements and Work Environment

- This position requires frequent walking, sitting, bending, stooping, crouching, kneeling, or crawling, standing for long periods, and using hand or fingers to manipulate, touch, or handle.
- Frequently will need to lift or push up to 15 pounds, periodically up to 30 pounds, and rarely up to 65 pounds.
- The work environment noise level is typical of a moderately noisy standard business office with equipment running, outdoors in normal urban setting.
- Vision abilities required by this job include near and far vision, depth perception and color differentiation.

Tools and Equipment commonly used to perform this job includes (add any other that are pertinent to the position)

- Computer
- Printer
- Scanner
- Copier
- A/V equipment
- 3D printers
- Laser engraver
- Various software products

Additional Comments or working conditions not listed above.

The physical demands and work environment characteristics 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.

The responsibilities outlined above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Submittal of current PA Criminal Background Check, PA Child Abuse and FBI Fingerprinting clearances required at time of hire.

To apply for this position, send a cover letter, resume, and contact information for three professional references to Jill McConnell, Executive Director, at mcconnellj@coopersiegelcommunitylibrary.org. Applications will be accepted until June 28, 2026. No phone calls please.