

**Hosting Solutions & Library Consulting (HSLC)
3600 Market Street, Suite 550
Philadelphia, PA 19104**

**DIRECTOR OF LIBRARY SERVICES
Job Posting
Position available January 1, 2017
Location: 3600 Market Street, Philadelphia PA 19104**

HSLC furthers the missions of Pennsylvania libraries by delivering technical and consulting solutions.

Position Description

The Director of Library Services is responsible for management of interactions with librarians and the public for Pennsylvania's POWER Library services including: the Pennsylvania statewide union catalog, the Interlibrary Loan System, the Ask Here PA online chat service, access to e-resources and PA Photos and Documents. Under the direction of the Executive Director, this full-time, exempt position is responsible for managing HSLC's training and library support staff and their interaction with nearly 3,000 public, school, academic and special libraries in the use of these systems. The position is responsible for collecting and reporting service statistics, evaluating products and coordinating training and ongoing support.

The selected candidate will have significant oversight and input into enhancements and training for any of the POWER Library services. The position requires experience in training and support services and a working knowledge of two or more POWER Library services. An advanced degree in library science is required. A minimum of five years or more supervisory experience is required, including personnel management. Travel for presentations and attendance at trade shows and exhibits is required.

Qualifications

- A graduate degree in library or information science from an ALA-accredited library school; at least ten years increasingly responsible professional experience, with a minimum of five years supervisory or management level experience;
- Ability to manage a team of professional librarians;
- Ability to respond to changing funding patterns and to develop and implement long-term strategies;
- Strong interpersonal, communications and collaborative skills;

- Strong marketing and customer service skills;
- Demonstrated ability to manage projects from inception to full implementation within the time and cost framework defined by the contract or other agreement;
- Knowledge of national bibliographic control and access technologies;
- Experience in the application of automated library operations;
- Enthusiasm for keeping abreast of new technological developments and insight into their potential for creative application to library services;
- Ability to juggle competing priorities;
- Working knowledge of Microsoft Office products or equivalent;
- Experience with presentation equipment setup and use

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 reach with hands and arms, stand, sit, walk, use hands to finger and grasp, handle, feel or operate objects, tools, or controls and talk or hear.

The employee is occasionally required to climb, balance, stoop and crouch.

Hand-eye coordination is necessary to operate computers and various types of office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Must be able to concentrate on fine detail with constant interruption and remember assignments given over long periods of time.

Compensation

Annual salary commensurate with experience. Excellent benefits package.

To Apply

Application deadline: January 20, 2017

Please email or fax your cover letter and resume, including three references to:

Maryam Phillips, Executive Director
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