

NEW CASTLE PUBLIC LIBRARY  
MANAGEMENT (NON-UNION)  
POSITION AVAILABLE  
INTERNAL/EXTERNAL APPLICANTS

DEPUTY DIRECTOR, DISTRICT LIBRARY SERVICES / DISTRICT CONSULTANT – NEW CASTLE PUBLIC LIBRARY  
(FULL-TIME)

37.5 hours per week. This position is the department lead for the District Department and reports directly to the District Administrator of New Castle Public Library. This position works alongside vibrant teams of colleagues in our region.

Entry \$48,000–\$55,000. Benefits include use of company car, 457(b) plan, relocation assistance, continuing education reimbursement, health insurance, long-term disability, life insurance, AD&D insurance for the employee, vacation, personal, and sick leave, and free parking.

Duties:

The New Castle Public Library is seeking a dynamic Deputy Director, District Library Services / District Consultant to act as a liaison among the Office of Commonwealth Libraries, the District Center, and district libraries in a four-county region. This role involves providing guidance on PA Code compliance, completing state-required annual reports and other reports, conducting workshops, coaching district professionals, and operational improvements. The successful candidate will have a Master's degree in Library Science, at least five years of progressively responsible public library experience, including two years of direct staff supervision. Key responsibilities include advising library directors on matters related to collection development, reference and reader's advisory service, programming, administration of adult and youth services, supervising staff, coordinating district meetings, developing and delivering training programs, and leading advocacy events. The position requires regular travel within the service area, flexible working hours, and the ability to work independently. The role demands a high level of proficiency with library information systems, strong communication and decision-making skills, excellent time management skills, effective negotiating skills, and the ability to manage multiple activities effectively. If you are passionate about strengthening and enhancing public library services, we encourage you to apply and join our dedicated team.

Education & Requirements: This position requires management experience and Masters of Library Science (MLS) degree from an ALA-accredited program or its equivalence, PA Child Abuse Clearance, PA Criminal Background Check, and Fingerprint Check upon employment.

Apply in writing (letter or email) to Andrew Henley, Library Director, New Castle Public Library, 207 E. North Street, New Castle, PA 16101, [director@ncdlc.org](mailto:director@ncdlc.org). New Castle Public Library will continue to accept applications until the job is filled.

Posted Internally & Externally: 08/09/2024, awh  
Posted Internally & Externally: 06/08/2024, 4:30 p.m., awh  
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