

THE PENNSYLVANIA INTEGRATED LIBRARY SYSTEM - EXECUTIVE DIRECTOR

The Pennsylvania Integrated Library System (PaILS) seeks a dynamic Executive Director with strong leadership and communication skills, strategic vision, and a track record of building strong customer relationships and delivering customer-centric solutions. The Executive Director is the chief operating officer of PaILS, a non-profit corporation, and is charged with implementing the organization's policies and programs, exercising administrative oversight of all the affairs and finances of the consortium, overseeing the technical operation of the Pennsylvania library open-source software consortium, known as SPARK, and developing and implementing long-term organizational and strategic goals. Currently, PaILS has three FTEs and is supported through a combination of member fees and Library Services and Technology Act (LSTA) funds provided by PA's Office of Commonwealth Libraries (OCL).

SPARK is a comprehensive, remotely hosted, "one-price" solution for over 150 libraries in Pennsylvania. The software includes circulation, cataloging, serials, and acquisitions functionality. The online library catalog for library end-users offers the enhanced functionality found in the most expensive commercial discovery layers. SPARK utilizes the Evergreen open source integrated library system (ILS). Evergreen is currently available in over 1,000 libraries, both in the US and internationally, and has an active and growing community of developers and users.

RESPONSIBILITIES:

The Executive Director provides overall leadership for PaILS and reports to a nine-member volunteer board of directors. The successful candidate will plan and manage the operations of the SPARK system to ensure system reliability and high-quality functioning for member libraries and other stakeholders. The Executive Director is also responsible for building relationships, and developing and implementing strategies for collaboration with the various PaILS stakeholders to ensure the effective operation of SPARK for Pennsylvania libraries. Key stakeholders include SPARK member libraries, the larger Evergreen open source community, key technology partners, and other library partner organizations within the Commonwealth. The new Executive Director will lead system staff in fostering an environment of collaboration, trust, and transparency that propels continual development of the SPARK system. Day-to-day administrative oversight of PaILS operations and grant writing are also key responsibilities.

QUALIFICATIONS:

While the ideal candidate may not possess all of the qualities listed below, s/he will possess many of the following professional and personal abilities, attributes, and experiences:

- Master's Degree in Library Science (MLS) from an ALA-accredited institution (preferred) or equal experience and advanced education;
- Experience in business administration or a strong foundational knowledge of the principles of business administration, financial planning, and organizational management, with a minimum of five years of experience as a proven leader and administrator including a demonstration of:
 - excellent written and verbal communication skills;
 - ability to collaborate with a board of directors to achieve an organizational mission and implementation of successful development practices;

- ability to work with diverse stakeholders to achieve the organizational mission and goals, including proactive community relations, outreach, and advocacy;
- administrative and supervisory experience, along with experience in the management and leadership of member committees and cross-functional teams; and
- federal grant-writing experience.

Strong knowledge of and technology management experience ideally with integrated library systems or technology systems designed for information management and consortial collaboration;

Experience in building relationships with customers such as libraries, library organizations and consortia, state and local government officials and legislators;

Experience in managing RFI and RFQ processes, product evaluations, and developing service level agreements and negotiating costs with vendor partners;

Experience in conducting presentations and exhibits at conferences;

Residence in Pennsylvania or willingness to become a Pennsylvania resident. This is a remote position.

Willingness and ability to travel extensively throughout Pennsylvania.

SALARY: Minimum salary of \$75,000 annually and a generous benefit's package.

HOW TO APPLY:

Interested individuals who meet these criteria should submit a single email containing a resume, a cover letter, and three professional references in PDF format to PaILSjobs@gmail.com no later than November 8, 2021. Further details about specific job responsibilities or questions may also be sent to the same email address. Review of applications and interviews will begin immediately and will be ongoing until the position is filled.