

P H C S A

Palm Harbor Community Services Agency, Inc.

This position is open. If you are interested in applying, please notify and send your resume to Beth Schaller by August 14th. Bethschaller@phcsa.net

Palm Harbor Library Director

Position Summary:

The Director is a community leader and administrator for all Palm Harbor Library operations, services, programs, collection, volunteers and staff. This role ensures the library fulfills its mission by offering accessible resources, educational opportunities, and a welcoming environment to the people of Palm Harbor and surrounding Pinellas Public Library Cooperative service area. The Director oversees strategic planning, budgeting, personnel management, policy development, and community relations. The Director is responsible for the overall vision of the organization and a lead contributor to the future direction of Palm Harbor. The Director reports to the Palm Harbor Community Services Agency, Inc. (PHCSA) Board of Directors.

Supervisory Responsibilities: Directly supervises Assistant Director, Marketing Coordinator, Volunteer Coordinator, Senior Business Services Coordinator, shares supervisory responsibilities of PHCSA HR and Administrative employees, and indirectly supervises all other staff of Palm Harbor Library.

Duties/Responsibilities:

Leadership & Administration

- Develop and implement the library's strategic plan, annual plan of service, policies, and procedures.
- Develop, submit, and implement a clearly defined set of personal yearly performance goals and objectives that are approved by PHCSA Board and evaluated accordingly as part of the review process.
- Work closely with the Assistant Director and other supervisors to manage success in all operational areas including building/property maintenance, circulation, collection development (print and online), community engagement and outreach, customer service, finance, interlibrary loan, marketing, reference and programming for all ages.
- Collaborate and maintain effective working relationships with Advisory Council, Friends of the Library, Library Endowment Foundation, PHCSA Directors, PHCSA Board and Board of County Commissioner to achieve library goals and objectives. Present reports, proposals, and recommendations to these groups as needed.
- Participate, collaborate, and interface with professional library entities such as Pinellas Public Library Cooperative (PPLCC) and Library Directors Advisory Council (LDAC).

Financial & Budget Management

- Prepare, administer, and monitor the annual budget.
- Seek alternative funding sources including grants, donations, sponsorships, and partnerships.

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- Research, develop and submit funding proposals and/or grants for cooperative agreements and/or funding opportunities to government entities, including Pinellas County Government, when appropriate. An example would be the MTSU grant.
- Administer awarded funds and ensure compliance with all reporting, auditing, and program requirements associated with government funding.
- Develop long-term financial strategies, including revenue forecasting, capital asset planning, and resource allocation.
- Manage expenditures responsibly and ensure compliance with financial policies.
- Oversee procurement, contract management, and vendor negotiations.
- Plan, coordinate and implement fundraising activities.

Programs & Services

- Provide general oversight and responsibility for the development and delivery of community programs for all ages.
- Ensure the library provides services and programs that meet the educational, cultural, and recreational needs of the community.
- Ensure library services, programs, materials and resources reflect current professional standards and community needs.
- Evaluate performance metrics, program impact, and service efficiency.
- Expand technology offerings and digital literacy initiatives.

Community Engagement

- Serve as the primary spokesperson and ambassador for the library.
- Represent the library at public meetings, community events, groundbreakings/ribbon-cuttings, and professional gatherings.
- Maintain effective working relationships with elected officials, schools, civic groups, businesses, regional library networks, and governmental agencies.
- Represent the library and PHCSA on local boards and initiative that further community prosperity.
- Participate, collaborate, and interface with professional library entities such as Tampa Bay Library Consortium (TBLC), Florida Library Association (FLA), the State of Florida Division of Library and Information Services (DLIS), etc.
- Promote library services through outreach, marketing, and public relations efforts.

Facilities, Capital Assets & Operations

- Oversee all library facilities, including major renovations, expansions, and long-term capital improvement planning.
- Ensure a safe, clean, and accessible library environment.

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- Direct implementation and maintenance of integrated library systems (ILS), cybersecurity policies, public technology resources, and digital platforms.
- Coordinate with vendors and contractors as needed.

Staff Management

- Supervise and delegate authority as needed to direct reports.
- Establish organizational culture, workforce expectations, succession planning, and professional development strategies.
- Ensure compliance with HR policies and employment law.
- Direct organizational restructuring, staffing plans, and change-management initiatives as needed.
- Provide ongoing professional development and ensure consistent service quality.
- Promote a positive, team-oriented work culture.

Governance & Compliance

- Ensure compliance with local, state, and federal regulations, including safety, employment, and environmental standards.
- Report budget updates monthly to the Advisory Council and PHCSA Board, along with other important library updates, needs, challenges and successes.
- Maintain open communication with county officials and representatives.
- Prepare official documents, reports, and statistics required by state library agencies and other governing bodies.
- Develop and oversee risk management plans, emergency procedures, and safety training.
- Monitor trends in library services and technology introducing best practices and innovation.

Education and Experience:

- American Library Association accredited Masters in Library Science degree.
- Six or more years of library experience, with at least three years of supervisory/administrative responsibility.
- Should possess a blend of strong leadership skills, a community-oriented mindset, and sound administrative competence.
- Should be proficient in standard library software, communication tools, and general computer operations.
- Valid Florida Driver's License
- CPR and Crowd Manager certification is preferred upon hire but must be obtained within nine months of hire.



Physical Requirements:

- Must be able to lift, push, pull, stand, bend, kneel, sit, stoop, crouch, balance and walk for extended periods of time.
- Sitting at a computer workstation for extended periods of time.
- Must be able to lift 30 pounds.
- Travel may be required throughout the year to attend conferences and workshops.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS: Must possess a valid Florida driver’s license.

DRUG FREE WORKPLACE: Palm Harbor Services Agency, Inc. is a drug-free workplace in accordance with Federal and Florida Law.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

Necessary Special Requirements: Employment contingent upon passing a background check and drug screening.

I have read, understand and am able to perform the job description without additional accommodations. I support the PHCSA Mission and the individual missions of each PHCSA entity.

Signature

Date