



SOUTH SIDE BRANCH - CAREER PATHWAY

400 Webster Street, Bethlehem, PA 18018

(610) 867-3761

FIND OPENINGS: <https://www.bapl.org/job-openings-bapl/>

Business Description

The Bethlehem Area Public Library educates, informs and inspires by providing free and open access to materials and information. The Library is a dedicated community partner committed to life-long learning, serving 114,175 residents of the City of Bethlehem, Bethlehem Township, Fountain Hill, and Hanover Township. The Library strengthens our communities with an outstanding collection of print and digital resources, informative programs, and innovative services. BAPL keeps pace as new technologies and applications emerge in the way information is accessed and delivered.

Knowledge, Skills, and Abilities Needed

We're looking for employees who are or have...

- Effective Communication
- Strong Customer Service
- An Understanding and Passion for our Mission

Connect with us on Social Media!



@paBAPL



Bethlehem Area Public Library



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**BETHLEHEM AREA
PUBLIC LIBRARY**

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Director

Master's degree in Library and Information Science and at least 3 to 5 years of experience. Promote library services to the community. Securing funds for special projects. Find ways to sustainability. Website updates. Great verbal and written communication skills. Preparation of budgets. Average Salary: \$73,123.60-\$84,112.32

**Assistant
Director**

Master's degree in Library and Information Science. Supervisory experience. Empower staff. Purchasing of material. Impartial disciplinarian. Good verbal and written communication skills. Average Salary: \$69,758.82-\$78,514.17

**Branch
Manager**

Master's degree in Library and Information Science or Bachelor's degree in Library and Information Science plus at least 5 years reference experience for adults or children or appropriate supervisory experience. Scheduling and supervision of Branch staff. Training of staff members. Written periodic and special reports to the Director or Assistant Director. Purchasing of material. Reader's advisor and reference skills. Communication with the Assistant Director on activities or problems within the Branch. Communication between library community and branch for best possible library services. Plan and execute children's programming. Coordinate with other Department Heads.

**Branch
Technician
or Clerk**

Bachelor's degree or 2 years college education plus one to two years library experience/certificate or equivalent. Ability to work well with the public. Reference skills. Proficiency with the use of computers. Proficiency with Internet and online reference searching. Ability to do children's programs. Clerical skills. Bilingual with fluency in Spanish and English, verbal and written.