Library Director I Job Description

JOB SUMMARY:
Library Director serves as administrator of the Library overseeing all Library functions. The responsibilities of the position include: implementing policy as determined by the Library Board; developing and executing services and programs for users of all ages; hiring, evaluating, and supervising library staff; overseeing collection acquisition, access, storage, and control; overseeing the maintenance and safety of the physical plant; and performing other duties as assigned by the Library Board. The Director reports directly to and works under the general supervision of the Library Board.

JOB RESPONSIBILITIES

ADMINISTRATION OF LIBRARY COLLECTIONS AND SERVICES

- Plan, supervise, and evaluate Library collections and services. Set materials budgets; oversee all collection development/management activities.
- Participate in the development of long-range plans responding to the changing needs of the community.
- Develop and recommend policies and policy revisions; interpret and implement Board approved policies.
- Maintain statistical records and prepare statistical and narrative reports to meet the needs and requirements of New York State, the Library Board, funding agencies and patrons.
- Represent the Seymour Library at Monroe County Library System meetings.
- Keep the Library Board fully and accurately advised of all facets of Library operations, prepare monthly board reports, and attend Board and Committee meetings.
- Assist and guide local volunteer groups (e.g., Friends of the Seymour Library) with Library promotion, fundraising, and enhancement of services.
- Design and produce public relations and library instruction materials; oversee web site development and ensure its currency.
- Organize and conduct orientation of new Library Trustees, in conjunction with the Library Board President.
- Inform and advise the Library Board as to local, regional, state, and national developments in the library field.
- Participate in professional organizations and attend meetings, workshops, and continuing education courses to keep current in library science.

FINANCIAL MANAGEMENT

- Assist the Library Board’s Treasurer in formulating annual budget.
- Monitor Library funds according to guidelines established by the Library Board.
- Develop and execute fundraising plans in conjunction with the Library Board, Friends of the Library and the Seymour Library Foundation.
- Identify grant opportunities and oversee submission of proposals.

PERSONNEL MANAGEMENT

- Administer personnel policies and maintain personnel records.
- Prepare and revise job descriptions as needed, interview candidates, and recommend personnel changes to the Library Board.
- Conduct regular staff meetings; supervise staff; delegate responsibilities; provide leadership to the staff.
- Work to increase diversity in library staff.
FACILITY MANAGEMENT

- Supervise the maintenance of Library property and equipment and recommend repairs, alterations, and new construction.
- Oversee the work of custodial staff, and the care and maintenance of the Library building and grounds.
- Regularly review building needs and advise the board in its planning for future expansion or development.

COMMUNITY OUTREACH

- Represent the Library and its interests at the local, regional, and state levels; develop strong working relationships with other community organizations.
- Conduct presentations to local organizations and groups on Library collections and services.
- Publicize Library activities and achievements through press releases and the Library’s website.

ESSENTIAL FUNCTIONS, KNOWLEDGE AND CHARACTERISTICS

- Ability to effectively communicate ideas and information in both verbal and written form.
- Consistently demonstrate professional demeanor.
- Knowledge of public library philosophy and principles.
- Knowledge and understanding of current library technology, including the ability to troubleshoot desktop and network problems.
- Ability to establish and maintain priorities and meet deadlines.
- Respect for diversity of the staff and patrons.

Position
Full-Time: 40 hours per week.

Probationary Period
The initial appointment will be probationary for a 9-month period, with a review at 3 and 6 months. At the successful completion of the probationary period, the candidate will be given permanent appointment.

Salary and Benefits
Minimum salary of $60,000. 4 weeks of accruable vacation days per year after 6 months of service; 10 accruable sick days; 6 paid holidays; 3 personal leave days; Medical/Dental insurance; New York State Retirement.

Instructions to Applicants
Interested individuals meeting the minimum qualifications should submit a cover letter, resume, and the names, titles, and phone numbers of three professional references by June 7, 2019 to:

Taysie Pennington, President
Seymour Library Board of Trustees
161 East Avenue
Brockport, New York 14420
seymour.board@libraryweb.org

The Seymour Library is an equal opportunity employer.