

Easton Library Library Director Job Description

Position Title:	Library Director
Reports To:	Board of Trustees
FLSA Status:	Non-Exempt
Location:	Easton, New York

Position Summary

The Library Director serves as the principal manager of the library, overseeing day-to-day operations, staff, programs, community relations, and budget. The role ensures library services meet the community's educational, informational, and cultural needs, while promoting literacy, lifelong learning, and access to resources in a rural setting seven miles from the Village of Greenwich.

Essential Duties and Responsibilities

Leadership and Administration

- Advise the Board on library operations, planning, and policy development.
- Advise on policies and implement policies established by the Board of Trustees.
- Develop and execute strategic goals aligned with the library's mission.
- Attend all board meetings, reports on library activities and important issues, participates actively in discussion, and contributes to decision making process.
- Participate in a continual planning process identifying and addressing community and library needs, providing direction for library development, and serving as a basis for evaluating library effectiveness in relation to changing community needs.
- Prepare reports and recommendations for Board review, as needed.
- Attend Southern Adirondack Library System (SALS) meetings and workshops as well as state-wide and other meetings and trainings, as appropriate.
- Ensure compliance with Federal, New York State, and local regulations and standards.

Financial Management

- Monitor expenditures and revenues.
- Oversee purchasing, contracts, and financial controls.
- Participate in the developing the annual operating budget as well as administer the annual operating budget.
- Pursue grants and other funding opportunities as well as participate in the grant writing and grant management process.
- Prepare required financial and statistical reports.

Personnel Management

- Recruit, supervise, train, and evaluate library staff.
- Develop staff schedules and assignments.
- Support professional development and continuing education.
- Foster a positive and inclusive workplace culture.

Customer Service and Community Relations

- Assist library patrons in the use of all library materials (print and non-print), equipment and technology, including but not limited to the Integrated Library System (ILS) and online databases.
- Promote library services and programs throughout the community.
- Develop partnerships with schools, businesses, nonprofit organizations, and municipal agencies.
- Respond to patron concerns and service issues.
- Represent the library at community meetings and professional organizations.
- Manage marketing and communications, including overseeing the library's website, social media platforms, newsletter, fliers, etc.
- Responsive to changes in the community
- Maintain positive relationships with community and staff

Collection, Program & Technology Oversight

- Direct the development and maintenance of all library collections.
- Evaluate community needs and service priorities.
- Oversee programming and outreach for all age groups.
- With support of SALS and the Joint Automation (JA) Project, manages all aspects of technology for the library including the Integrated Library Systems (ILS), library computers and other hardware, etc.
- Ensure effective use of technology and digital resources.

Facilities and Operations

- Oversee maintenance, safety, and security of library facilities.
- Assist in coordinating capital improvements and building projects, as needed.
- Participate in the developing capital projects and special projects budget, as needed.
- Ensure compliance with applicable laws and regulations.

Minimum Qualifications

- Associate's Degree
- A minimum of five years of progressively responsible experience in a library or community-based setting.
- Demonstrated technology proficiency, including computers, mobile devices, online databases, and software (including, but not limited to, Microsoft Office).
- Budgeting skills.
- General knowledge of library principles and practices.
- Strong communication, presentation, and interpersonal skills.
- Ability to work both independently and collaboratively.
- Valid driver's license and ability to travel as needed.
- Ability to lift, carry, and shelf books and other library materials.

Preferred Qualifications

- Bachelor's degree.
- Experience managing municipal or nonprofit budgets.

- Experience in a public library or library system.
- Experience developing and sustaining community partnerships.
- Familiarity working with an Integrated Library Systems (ILS), digital resources, and emerging technologies.
- Grant writing and administration experience.
- Experience working with a Board of Trustees.
- Grant writing and fundraising experience.
- Familiarity with New York State public library regulations and public library systems.

Physical and Mental Requirements

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in an office setting, use standard office equipment and stamina to sit, stand, and walk for extended periods of time; ability to move up to 20 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.