

The Richards Library

Library Director Job Description

Position Title: Library Director

Employer: The Richards Library Board of Trustees

FLSA Status: Non-Exempt

Location: Warrensburg, New York

Hours: Full time, averaging 35 hours per week

Pay Rate: \$25 – 27 per hour

Benefits: Accrued vacation and sick time as well as paid holidays

Position Summary

The Richards Library is an association library with a 125 year history that serves just over 5,000 people and is located in the Southern Adirondacks. The Library Director serves as the administrator/CEO of the library under the supervision of The Richards Library Board of Trustees. The Director is responsible for the management of the library collection and equipment and for the provision of services to patrons and community organizations. This includes, but is not limited to, the recommendation of policy, creating and managing the library budget, administration of library programs, supervision of staff, and building and maintaining community relationships.

Responsibilities (includes but not limited to):

- Work in partnership with the Board of Trustees to develop and implement the Library's Strategic Plan;
- Maintain involvement with SALS/Inter-library Loan Program, SALS/MVLS Joint Automation, Collection Development, Youth Services and SALS Directors Council;
- Recommend and implement policies and annually review necessary revisions to policies in coordination with the Board of Trustees;
- Supervise the management of Library staff, facilities, buildings and grounds and collections;
- Oversee acquiring, maintaining, replacing and withdrawing library materials/collection as needed;
- Prepare and maintain monthly reports with collected statistical data (programs, number of attendees, circulation, network usage etc), for review by the Board of Trustees;
- Initiate and coordinate exhibits, speakers, activities and programs for the Library that add value to the community;
- Seek grant opportunities that benefit the strategic plan of the Library, prepare and submit appropriate grant applications, at times in coordination with Trustee(s), and administer grant funds with appropriate record keeping and submitting of necessary final reports;
- Attend, as appropriate, professional library meetings, conferences and workshops on behalf of the Library;

- Maintain public and staff computers and other devices with the assistance of SALS. Provide technical services to the public relating to the use of said devices and use of software programs;
- Plan agenda of and attend all meetings of the Board of Trustees;
- Send correspondence to the School District to put the proposed tax levy increase to vote by the public.
- Prepare the annual budget and present to the public.
- Direct and control the expenditure of the annual budget within the constraints of the approved budget;
- Prepare and submit the Annual Report for the Library to SALS;
- Ensure the training of Library Staff;
- Responsible for personnel actions such as hiring, termination, assignment, and evaluations;
- Represent the Library at local, regional and state meetings/committees as appropriate.

Required Knowledge, Skills and Abilities

- Knowledge of library techniques including technological advances;
- Knowledge of library materials and ability to develop and carry out a collection development plan;
- Knowledge of library administration and management techniques, including NY Library Laws;
- Ability to understand and implement library policies;
- Ability to train, supervise and coordinate Library Staff;
- Ability to exercise leadership and motivate others;
- Ability to evaluate situations, comprehend patrons' needs accurately and meet the community's needs;
- Ability to express oneself clearly and concisely both orally and in writing;
- Initiative in making constructive suggestions for improvements in services and collections;
- Exercise tact, courtesy and good judgment;
- Ability to multitask;
- Have knowledge of appropriate electronic technology, web design/maintenance and social media.

Physical and Mental Requirements

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

Four-year degree from an approved college, university or equivalent