

North Chatham Free Library: Library Director Duties

The North Chatham Free Library is in a tiny hamlet that is an Historic District. The original Library building, started as a service to the community, is still on the property, and serves as a meeting room. Though small, the Library is known for an out-sized offering of programs covering a wide range of topics for a diverse audience. The Library is at a crossroads in its development and looking for someone excited to help reach its full potential as a place of resources, entertainment, education, and community gatherings.

Position Overview:

Responsible for the day-to-day management and administration of the Library and its staff and creating a warm and hospitable atmosphere. Library duties include maintaining circulation, servicing patrons' resource needs, supervising and training staff and volunteers, managing the Library's operations, and coordinating with the Board of Trustees (the "Board") and its various committees. The Library Director reports to the Board and serves at the pleasure of the Board.

○ Leadership and Strategic Planning

- Work closely with the Board to develop the Library's budget, policies, and community-based long-range plan.
- Share responsibility with the Board to ensure the Library meets the New York State Minimum Standards for Public Libraries.
- Ex officio member of all Board committees, playing a key role in facilitating the goals of Board committees.
- Represent the Library through the Columbia County Library Association and the Mid-Hudson Library System (MHLS).
- Ensure the Board is apprised of current issues impacting the Library and advise on strategic directions for the Board's consideration.
- Maintain the confidentiality of patrons, staff, and Board business.
- Assist with grant writing and grant reporting.

○ Management & Administration

- Responsible for managing all day-to-day operations of the Library.
- Primary responsibility for personnel matters related to Library staff including hiring, adequate training, day-to-day management, scheduling, and evaluations for Assistant Library Director, Clerk, and volunteers engaged in day-to-day operations of the library.
- Ensure proper oversight of the Library's finances in partnership with the Library bookkeeper.
- Responsible for all mandated county, State and federal reports, including the Annual Report to the State.
- Ensure a safe physical environment, including adequate snow removal and reviewing and reducing walkway and driveway hazards.

○ Library Services, Programs, Outreach & Partnerships

- Responsible for carrying out the Library's Collection Development Policy to develop a collection that meets community needs.
- Responsible for being current and facile with MHLS collection management software.
- Adhere to the Resource Sharing Standards of the MHLS.
- Work in conjunction with all Library committees to facilitate achievement of their goals.
- Ensure that children's programs held off-site adhere to library's policies and safety protocols.
- Manage community partnerships and outreach efforts.
- Maintain an updated record of patrons' contact information for library outreach.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Minimum Qualifications:

- Masters in Library Sciences from ALA accredited institution
- New York State Librarian Certification
- 5 years of increasing responsibility at a library
- 3 years of supervisory experience
- Experience with maintaining a library's collection
- Familiarity with current software and comfort with learning new programs
- Excellent communication skills and strong interpersonal skills are important for this position
- The ideal candidate would be self-motivated, organized, thorough and dependable.
- The incumbent must be able to move through the Library, including its lower floor which is accessible by stairs.
- The incumbent may also need to travel and attend events on behalf of the library.

Salary: \$45k to \$50k with benefits.

To apply please e-mail a cover letter, resume, and the names and contact information for three professional references to: nflrecruitment@gmail.com