185 Court Street • Binghamton, NY 13901
TheBCPL.org

Job Opening: Library Director III, Broome County Public Library

Broome County Public Library (BCPL) is seeking an energetic, community-oriented Library Director III. The Library Director is responsible for the administration of all library functions including the day to day managing of operations, programs, services and the personnel of the library. Under general supervision of the BCPL Board of Trustees, the Director recommends, develops and implements policies established by the Board of Trustees; directs activities of the Assistant Director, supervisory staff, employees and volunteers as required within a professional work environment; develops and implements strategies to increase patron use of collections at the library; interprets community interests and needs and translates them into appropriate library services for the public; and oversees the budget development, promotion and approval. The Director also participates in County, City, and systems meetings, submits State reports and reports to the Board in a timely matter.

In addition to the administration of the Library, the Director is responsible for the following:

- Overseeing and directing the library's operations, including public services, administration, marketing and facility management.
- Ensuring the delivery of high-quality library materials, technologies, programs and services to the community, while promoting a safe and inviting environment.
- Developing and implementing strategies to enhance utilization of library materials and technology.
- Overseeing maintenance of the library's collections as well as the acquisition of all materials for the library's collections.
- Participating in library events, including providing support to, and close collaboration with the Board, staff, volunteers and community businesses and organizations.
- Communicating with the Board of Trustees on all library matters, including supplying the Board committees with all the necessary information on which to base decisions.
- Acting as the public face of the library by building strong relationships with community members, local organizations, and government officials to promote library services and partnerships.



- Demonstrating a passion and commitment to the Library's mission, and articulating that passion and commitment to a variety of audiences.
- Working in conjunction with the Board of Trustees to develop and maintain short-term and long-term goals for the library.
- Assessing community needs for library services, and planning & developing needed programs.

Education and Work Experience Requirements:

Minimum Educational & Experience Requirements

- Education: Possession of a Master's Degree in Library Science (MLS), Information Studies, or an equivalent graduate library degree from an ALA-accredited library school program.
- Professional Experience: A minimum of 6 or more years of satisfactory professional library experience, with at least 2 years in an administrative capacity. *Administrative capacity* is explicitly defined by the county as spending the full work week planning, organizing, budgeting/allocating funds, staffing, and communicating.

Special Certification: Candidates must be eligible for a New York State Public Librarian's Professional Certificate at the time of appointment.

Appointment Type

The role is generally classified as a competitive civil service classification, which requires the candidate to undergo a credential-based civil service evaluation or Training & Experience (T&E) exam to secure permanent status. Broome County residency required following offer acceptance.

This is a full-time position with benefits. Applicants should email a cover letter, resume and references to Kelly Wagstaff, Search Consultant, KWagstaff.BCPL@gmail.com

Pay: $98,884.00 per year, plus Broome County benefits including New York State retirement.

Work Location: In person

