

## **LIBRARY DIRECTOR – LAGRANGE ASSOCIATION LIBRARY**

### **Lagrangeville, NY**

As one of the 66 member libraries in the dynamic Mid-Hudson Library System, the [LaGrange Association Library](#), located in beautiful Dutchess County, NY, serves a population of almost 16,000 in the bucolic Town of LaGrange. Located in the heart of town center, within walking distance of Arlington High School, LaGrange Library is an informational hub, recreational learning center, and gathering place for its community of older active adults, students, and families.

The LaGrange Library Board of Trustees seek a Library Director to manage all aspects of library programs and services. The director supervises all library employees, administers both short-term and long-term library operations, and fosters partnerships with outside organizations in providing services to the residents of LaGrange. The director has principal responsibility for library finances, information systems and technology, interior building maintenance, human resources, collection development, public relations, community outreach, and customer service. The Library Director prioritizes and manages many projects simultaneously. They must foster strong working relationships with the library's Board of Trustees, staff members, patrons, the Town Board, and other stakeholders.

This job requires attention to detail, ability to work independently and with others, and multi-tasking. Most importantly, the director must possess excellent communication skills and the ability to connect to community members.

This is a full-time (40 hours per week) position. Occasional evenings and weekends are required to fulfill the demands of the job.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The essential functions include, but are not limited to the following:

- Recruits, selects, and trains library staff.
- Supervises and schedules library staff.
- Oversees the development and provision of library programs and events.
- Prepares budget with trustees and supervises library expenditures.
- Maintains direct primary responsibility for resolving all accounts payable and receivable.
- Administers the policies established by the Board of Trustees.
- Maintains, abides by, and enforces all library policies.
- Makes recommendations for policy review and/or changes to the Board of Trustees.
- Prepares agenda and related documents for monthly library board meetings. Attends all library board meetings and board committee meetings.
- Acts as a liaison between the library and outside organizations.
- Stays abreast of developments in the library field, especially as pertains to the Mid-Hudson Library System.
- Seeks alternative funding for the organization (i.e. grants and sponsorships).
- Oversees marketing and public relations, including library website and social media.
- Prepares statistical reports and state filings, such as the New York State Annual Report.
- Oversees the repairs and maintenance of the library space.
- Oversees collection development and collection maintenance.
- Administers and maintains library technology.

**MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- Master's degree in Library Science from an ALA accredited school
- Eligibility for or possession of a New York State Public Librarian certification.
- Previous experience working in a library.
- Minimum of 3+ years of supervisory experience, preferably in a library.
- Working knowledge of finances and budgets.
- High proficiency with computer technology and electronic resources.
- Excellent interpersonal and communication skills, both verbal and written.
- Superior organizational skills
- Interest in information needs of local residents.
- Ability to provide reference service and/or guide patrons toward materials in print and electronic resources.
- Ability to work cooperatively with others.

**COMPENSATION AND BENEFITS**

- Salary range of \$60,000-\$80,000 commensurate with experience
- Health benefits
- Paid time off
- Retirement Savings Plan
- Employee Assistance Plan

**PHYSICAL REQUIREMENTS**

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

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools or controls. The employee is occasionally required to stand, walk, sit, reach with hands and arms, climb or balance, stoop and kneel.

The employee must occasionally lift and/or move up to 25 pounds, and infrequently up to 50 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**Additional information:**

LaGrange Association Library:

- complies with all federal, state, and local laws.
- supports a diverse and inclusive workforce.
- is an Equal Opportunity Employer.

Requests for medical, religious, and other exemptions will be considered on an individual basis. All information will be kept confidential according to EEO guidelines.

**Interested candidates should submit a meaningful cover letter, resume, and at least 2 professional references to [boardchair@laglib.org](mailto:boardchair@laglib.org) with "Director Job" in the subject line.**