

Tupper Lake Public Library – Library Director I Position

The Tupper Lake Public Library (Goff-Nelson Memorial Library) is seeking a creative, dynamic, and inspiring Library Director I to lead our school district public library in the beautiful Adirondack Mountains.

With an annual operating budget of approximately \$304,886, the library serves a community of nearly 6,000 residents and maintains a collection of more than 40,000 items housed in a distinctive midcentury building. The library plays a central role in community life and is seeking a leader who will uphold and strengthen this commitment to the people of Tupper Lake.

Salary and Benefits:

- Salary range: \$48,000–\$54,000, based on experience
- Membership in the New York State Retirement System
- Health insurance contribution
- Paid holidays, personal leave, and sick leave

Roles and Responsibilities for Library Director I candidates

- Plan and implement library programs for patrons of all ages
- Develop the library budget to include oversight of grant writing and administration, the annual budget meeting and annual public vote on same
- Administer the expenditures of library funds and provide oversight of library revenue
- Develop long range plans for library service development, evaluating the effectiveness of the library's services and program
- Recommend new services, policies, and personnel actions to the Library Board for approval
- Supervise the work of library employees and maintain employee records
- Prepare state, local, and other statistical or narrative reports as needed or required
- Perform collection development
- Represent the library before governmental agencies and community groups
- Maintain insurance and warranty policies, making timely insurance recommendations to the Library Board

Essential Traits for Library Director I candidates

- Good knowledge of the theories, procedures, materials and sources of library science
- Good knowledge of library organizations, procedures, policies, aims, and services
- Good knowledge of the applications of computer technology to library operations
- Ability to train and supervise library staff
- Ability to plan and coordinate the work of others
- Ability to read and comprehend library literature and research studies
- Ability to establish effective working relationships with community organizations

Minimum Qualifications for Library Director I

- Master's Degree in Librarianship from a program accredited by the American Library Association (ALA) or recognized by the New York State Education Department (NYSED)
- At least two (2) years of professional library experience

Interested Candidates should submit a [Franklin County Civil Service Application](#), Cover Letter, Resume, and Three References to Board President, Rick Wilburn at rick.wilburn@gmail.com

****Residency is Waived****

The Tupper Lake Public Library is an equal opportunity employer.