



Position Available: Library Director

The Board of Trustees of the Highland Public Library, 14 Elting Place Highland, NY, seeks an energetic, innovative, and community-oriented director with proven leadership and supervisory skills. A successful candidate will have the passion and motivation required to lead this library to a bright future strategically.

Highland Community

Located in the Hudson Valley on the Hudson River, Highland, NY is the home of Walkway Over the Hudson and Hudson Valley Rail Trail. As a school district public library, Highland is chartered to serve 12,920 residents in the Highland Central School District.

Essential Duties Include:

- Administer budget, finances, and library personnel.
- Plan, implement, and evaluate library services.
- Develop and maintain positive relationships with the Mid-Hudson Library System, its member libraries, and community organizations.
- Promote community visibility.
- Develop policies in collaboration with the Board of Trustees.
- Supervise the direction and training of staff.
- Provide leadership in future planning for the library, programs, and facility.

The Successful Candidate

1. Excellent organizational, interpersonal, problem-solving, and project management skills.
2. Excellent communication skills
3. Commitment to providing high-quality service in an ever-changing public library environment, including familiarity with emerging technologies.
4. Experience in managing public library personnel and budgets.
5. Strong commitment to community relations.

Education and Experience

Minimum qualifications:

Graduation from a regionally accredited New York State registered college or University with a Master's Degree in Library Science and two (2) years of professional full-time or its part-time equivalent experience in a library of recognized standing.

Preference given to candidates with Library Director experience

Possession of a New York State Public Librarian's professional certificate at the time of appointment is required.

Compensation and Benefits:

Starting salary range: \$70,000 to \$85,000, commensurate with education and experience. This position is 38-40 hours a week.

Benefits: 80 hours (10 days) of PTO per year; 14 paid holidays; and six personal days per year 40 hours (5 days) sick time. New York State Local Retirement and Medical Benefits, including dental and vision plans

Please send resumes to jkelsall@highlandlibrary.org or mail to: Julie Dempsey Highland Public Library PO Box 1556 Highland NY 12528

