

Poestenkill Library Director

Job Description

The Library Director is responsible for developing and supporting all efforts necessary to maintain an active association library that is responsive to the community's needs for information, education, and connection-making. Working with the library's Board of Trustees and with the support of the Friends of Poestenkill Library, the Library Director implements library policies, monitors library services, develops and manages the budget, creates public relations materials and programming, supervises staff and volunteers, oversees the physical plant, and stays informed of developments in library management.

Responsibilities

Management of the Library

- Maintaining the collection, including ordering, processing, and weeding of materials
- Providing circulation services, including registering new patrons and reference help for patrons
- Overseeing, coordinating, and implementing library programs
- Maintaining current social media accounts and adding new platforms as they become available
- Attending as many Library programs as possible
- Recommending, drafting, and implementing library policies
- Working with the Board to prepare and present the annual budget to the community
- Working with the Board and the Friends to communicate and support ballot propositions to increase Library funding according to NYS Education Law 259(1) for association libraries.

Supervision of staff

- Supervising and assisting employees and volunteers
- Delegating tasks to staff, as appropriate
- Scheduling employees and arranging for substitutes
- Selecting (in partnership with the Board president) and training new employees and recommending them for appointment by the Board of Trustees
- Conducting staff evaluations as required

Management of facility

- Overseeing the purchase and management of supplies for the facility

- Supervising the overall condition of the facility and coordinating any necessary maintenance work

Communication

- Providing a monthly report to Board of Trustees regarding the operation of the Library and communicating any concerns to the Board president as needed in the interim
- Communicating with Friends of Poestenkill Library regarding plans, programs, and needs
- Participating in system-wide training and committees and, when possible, attending other appropriate conferences

Knowledge, Skills, and Abilities

- Familiarity with the functions of a public library
- Strong oral and written communication skills
- Proficiency with relevant technologies
- Ability to establish and maintain positive relationships with colleagues and the public

Qualifications

- Minimum
 - Two academic years of study at an approved college or university
 - Experience with community outreach or related community work
- Preferred
 - Bachelor's degree
 - Experience with administration of a library

Employment Type/Salary

- Part-time-30 hours/week with some flexibility based on current library activities
- Salary range: \$30,000-35,000

The Library Director will have a 6-month probationary period and an annual review thereafter based on the expectations outlined in the Library Director Job Description.

The performance evaluation of the Library Director will be conducted by the Library Board of Trustees.