

LIBRARY DIRECTOR I

Title:	Library Director I
Location:	Pound Ridge Library
Type of Appointment:	Open Competitive Class Civil Service Position Full time 10am-6pm
Salary:	\$60,000-\$75,000
Submit:	Interested candidates please send cover letter and resume to Pound Ridge Library - Board of Trustees, trustees@poundridgelibrary.org .
Qualifications:	Master's Degree in Library/Information Science from an ALA accredited college or university, 2 years professional library experience and possession of NYS Public Librarians professional certificate is required.
Reports to:	Board of Trustees
Required Proficiencies:	Demonstrable knowledge of the theories, procedures, materials and sources of library science; library organization procedures, policies, aims and services; the application of computer technology to library operations; library materials and collection development issues; on-line database systems; computer applications such as spreadsheets, word processing, e-mail and database software; best practices for supervising, motivating and evaluating staff; and community out-reach methodology.
Supervises:	Professional and Clerical Staff and Volunteers
General Responsibilities:	As the Chief Librarian, the Director has overall charge of the Library subject to the direction of the Board of Trustees. The Director's general responsibilities include collections and programming; advocacy and public relations; staff recruitment, training and development and performance appraisals; preparation of initial budget projections, maintaining and assuring adherence to financial controls and complying with reporting requirements under applicable law; and such other responsibilities as may be assigned, from time to time by the Board of Trustees. Library Director reports directly to the Board of Trustees.

Specific Duties:

1. Administration

Administration
◆ In consultation with the Board, establishes rules and decides all matters of administration and supervisory detail in connection with the operation of the Library
◆ Evaluates the effectiveness of the Library's services in relation to the changing needs of the community and makes recommendations to the Board
◆ Recommends and implements technological change to increase service capabilities, improve operational efficiency, and control costs
◆ Plans, develops, schedules, and oversees programming for adults
◆ Oversees Young Adults' Librarian in developing and executing programs and services for young adults
◆ Oversees Children's Librarian in developing and executing a yearly plan of specialized programs for children
◆ Supervises building maintenance and oversees the general appearance of the Library; collaborates closely with the Buildings and Facilities Committee of the Board
◆ Plans efficient use of space and furnishings to accommodate patrons, services, collections, and staff
◆ Recommends new furnishings and equipment
◆ Responsible for public relations, e.g., day-to-day contact with members of the community in the Library and outside
◆ Promotes and publicizes Library programs and services, including the publication of the summer Library Newsletter, the periodic Calendar of Events, the Website, and the weekly Library E-newsletter
◆ Promotes and encourages a spirit of cooperation and participation with all the agencies in the community and county
◆ Purchases routine supplies necessary to the efficient and effective operation of the Library, subject to the policies of the Board of Trustees
◆ Processes payment of bills related to Library operations and the acquisition of materials which the Librarian has authority to purchase, subject to the approval of the Board of Trustees or by a Board committee

◆ Prepares a preliminary budget and provides information and direction to the Treasurer/Finance Committee in the development process of the Library's annual operating budget
◆ Acts as custodian of all office files relating to the routine operation of the Library and other official Library documents
◆ Submits to the State Department of Education all necessary reports as required by law and keeps the Board informed of all reports filed
◆ Compiles information and prepares preliminary draft of Annual Report for the President's distribution to the community in keeping with the requirements of state law
◆ Insures compliance with all applicable legislation, codes and standards; including, but not limited to, wage and hour laws; insurance and benefits laws; competitive bidding and procurement laws; and civil service rules and regulations

2. Librarianship

Librarianship
◆ Oversees collection development of books and other Library materials, their selection (with Book and Audio Visual Committee) and withdrawal when outdated or no longer necessary
◆ Oversees reference work – floor work and policy
◆ Oversees technical services from ordering to shelf
◆ Oversees readers' advisory, e.g., helping patrons find Library materials for their enrichment, education, enjoyment and growth, including compiling bibliographies, books lists, and utilizing online resources
◆ Oversees circulation procedures, including overdues and fines, reserves, etc.
◆ Oversees Library technology operations including implementing technological changes, as needed, and providing training to the public and staff
◆ Oversees acceptance and screening of all books and other materials received as gifts to the Library
◆ Encourages increased circulation and other Library activities by developing and maintaining appropriate and up-to-date bulletin board and other displays
◆ Participates in professional organizations, representing the Library's interest, and in training and development programs designed to improve performance and enhance professionalism

3. Staff

Staff
♦ Interviews, hires and, if necessary, dismisses employees, each in consultation with the Board of Trustees
♦ Trains and develops staff to maximize efficiency, coverage and versatility, and to insure broadened challenges and responsibilities
♦ Encourages participation of staff in programs and workshops designed to improve their performance and enhance their professionalism
♦ Meets frequently (usually weekly) with staff to promote efficiency of Library operation, including setting goals and objectives and developing plans to achieve them

4. Board Liaison

Board Liaison
♦ Keeps the Board regularly informed of Library activities and matters bearing on the future of the Library and such other information as the Trustees need to properly discharge their responsibilities; provides direction as well as information; participating member of all board committees
♦ Works with the Board in preparing long range plans and developing short range goals
♦ Recommends necessary Library services and policies to the Board
♦ Participates actively in meetings and workshops sponsored by the Westchester Library System (WLS) and other professional organizations, and serves as the Board's representative to those organizations; reports regularly to the Board on significant developments in the WLS and provides the Board with all relevant reports, statistics, services, etc., furnished (or available) to the Library from these organizations