Assistant Director (Full-Time)

The Board of Trustees of the David A. Howe Public Library in Wellsville, NY, is accepting applications for the position of Assistant Director. The library seeks an energetic, innovative and forward-thinking candidate with a vision for 21st-century library services.

The primary responsibilities of the Assistant Director will be:

- Working with the Director to seek and write grants for creative continuous programs, collections, and facility upkeep
- Overseeing the Library's special collections (Lincoln memorabilia, art, pocket watches, Currier & Ives, etc.) including displaying, researching, cataloging, digitizing, publicizing, and conserving/preserving
- In tandem with the Director, working to research, develop, and promote partnerships with community groups, local agencies, schools, and nonprofit organizations to work across traditional boundaries and deliver better library service, value, and outcomes
- Coordinating with the Director on library advocacy initiatives
- Annually reviewing existing Library policies and recommending updates and new policies to the Director and Board of Trustees
- Accurately filling out all required state and Southern Tier Library System reports, as well as recommended voluntary reports to government and library agencies, and submitting by required deadlines
- Assisting the Director with development and implementation of library promotional strategy and plan to effectively create public awareness of library's services and programs

Qualifications:

- Bachelor's Degree; MLS/MLIS preferred
- Three years of increasingly responsible Library experience
- Strong written and verbal communication skills
- Knowledge of issues and principles of present-day library science and of library service operations
- Knowledge of library administrative practices and budgets
- Ability to work independently and manage numerous diverse tasks

This full-time position will be 35 hours per week and may include occasional evenings and Saturdays. Salary ranges from $37,000 to $40,000 depending on experience.

The David A. Howe Public Library is the largest public library in Allegany County and serves the beautiful Wellsville community area. It resides in the picturesque Appalachian Plateau and is a scenic one-hour drive from the Finger Lakes, Allegheny National Forest, Canada, Rochester, Buffalo and Corning/Elmira.

Please email a meaningful cover letter, resume, professional writing samples (preferably successful grant applications) and at least 3 professional references to Nic Gunning, Director, at gunningn@stls.org.

Documents should be sent as Word or PDF attachments. Subject line should read: "Assistant Director – David A. Howe Public Library."
Please provide your full name, physical mailing address, and primary phone number in the body of the email.

Closing date for receipt of applications: May 15, 2017

For more information about the library, visit us online at www.davidahowelibrary.org