

November 7, 2017

Job Advertisement: Library Director

The Almond 20th Century Club Library is seeking a creative, enthusiastic, and innovative individual for this 30-hour per week part time position of Library Director at a range of pay of \$13-\$16 per hour. The Library Director will be responsible for overall management of the library's services, programs, and facility to ensure it effectively meets the cultural, educational, informational, and recreational needs of the community. The position will remain open until filled. Please email letter of interest, resume and contact information with three references treasureralmondlibrary@gmail.com

Job description for Library Director

Part I: Position Summary:

The Director shall have charge of the administration of the Library under the direction of the Board of Trustees and shall be responsible for implementing the policies established by the Board. The Director shall oversee the day-to-day care of the building and its contents, ensure the efficiency of the Library's service to the public, and operate the Library within the financial constraints contained in the annual budget. To support the mission of the Almond 20th Century Club Library, the Director will recommend, design, implement and evaluate an active program of educational, cultural and informational services to meet the needs and desires of the community by offering opportunities to learn, enjoy, and experience the world through access to a wide variety of materials, programs, and services.

Part II Minimum Requirements:

- Advanced knowledge of library skills, techniques, and operations
- Working knowledge of office procedures and equipment as applied to library clerical work
- Working knowledge of administrative skills and office management
- Proficiency in media technologies, e.g., hardware, software, web-based applications, e-readers, etc.
- Knowledge and ability to complete local and regional grant applications to help fund library projects
- Ability to work independently within the prescribed requirements
- Tact and courtesy when dealing with staff and public
- Ability to understand and follow oral and written communications
- Ability to lift and/or move 25 pounds
- Awareness of the need for, and ability to maintain, professional appearance and behavior at all times.

Part: III Job Responsibilities:

A. Collection Management

1. Selects appropriate materials
 - a. Orders new books, CD's magazines, etc. as cost effectively as possible
 - b. Is familiar with patron's needs and interests to have relevant books and materials on-hand

- c. Maintains a balance of recreational popular reading materials and informational/homework support materials
- 2. Organizes procedures for registration, check-out and return of library materials
- 3. Records daily door count and computer usage numbers
- 4. Monitors circulation stats and inventory
- 5. Previews and processes incoming materials
- 6. Maintains accurate inventory of materials to determine needs and purge underused materials
- 7. Displays materials a manner to attract readers
- 8. Purchase needed supplies within the annual budget.

B. Information, Reference and Referral

- 1. Creates an atmosphere appropriate for an informational retrieval center
- 2. Is familiar with standard library resources
- 3. Guides patrons
- 4. Provides basic computer usage training to Library patrons
- 5. Uses interlibrary loans to secure books from other libraries
- 6. Maintains and provides contents updates for Library website and social media account(s)
- 7. Submits weekly Library updates to the Alfred Sun and Hornell Tribune.

C. Supervision:

- 1. Supervises the activities of the library aide(s) and volunteers
- 2. Submits timesheets on time
- 3. Recruits and trains volunteers
- 4. Participates in Library activities, programs and fundraising
- 5. Creates and maintains files of written reports of any accidents or incidents on Library property of at Library functions and reports any such to the Board.

D. Reports to and consults with the Board of Trustees

- 1. Administration
 - a) Attends monthly Board meetings with right to participate in discussions, but ineligible to vote
 - b) Reports monthly to the Board on library matters, needs and concerns
 - c) Corresponds with Board members between meetings on matters requiring immediate attention
 - d) Recommends the need for new or updated policies
 - e) Compiles, reports and maintains records, statistics and other information for the Board
- 2. Finances
 - a) Works with Board/treasurer to prepare sound budget
 - b) Ensures that the library operations are within budget
 - c) Will not incur any debt or liability without Board approval
 - d) Communicates necessity and provides receipts to treasurer for purchases within budget
 - e) Communicates ideas for fundraising
 - f) Writes appropriate grants to further library services
 - g) Compiles statistics and any other information necessary to comply with grant requirements

- h) Ensures library operations comply with grant requirements
- 3. Planning
 - a) Works on directive of the Board for continued library progress
 - b) Is alert to the needs of the library: recommends new and approved types of service
 - c) Keeps abreast of trends in library service
- 4. Building and Grounds
 - a) Opens and closes library
 - b) Oversees preparation of shelves for all new circulation materials
 - c) Ensures safe use of building by patrons
 - d) Monitors and recommends maintenance
 - e) Supervises maintenance (cleaning, mowing, snow removal)
 - f) Processes requests for community use of facilities

E. Liaison for Almond Library with STLS

1. Works in collaboration with STLS, maintains awareness of recommendations and policies for library services
2. Attends training, workshop and directors meetings offered by STLS
3. Works cooperatively with other STLS member libraries
4. Files annual report to New York State Library

F. Actively promotes the Almond Library

1. Maintains an active program of public relations
2. As the representative of the Almond Library, strives to enhance patrons' experience
3. Conducts correspondence as necessary
4. Advertises and promotes activities of the Almond 20th Century Club Library
5. Works cooperatively with the fellow members of the Almond 20th Century Library Club
6. Updates and posts to the Library website and social media accounts.