

Library Director

Chemung County Library District

Elmira, New York

Chemung County Library District (CCLD) is accepting applications for the position of Library Director. The library seeks a dynamic candidate with a vision for the 21st century library, and a passion for providing exceptional services to residents of Chemung County.

The Library Director is the chief executive of the library and its branches including: Steele Memorial Library, Big Flats Library, Horseheads Free Library, Van Etten Library, West Elmira Library, and The Bookmobile.

The Director is responsible for daily operations, implementing projects, developing procedures, enacting Board-approved policies, and providing the guiding direction and vision for the library district that serves a chartered population of 88,830 county residents with an annual operating budget of \$3.8 million.

Primary Responsibilities:

- Serve as a liaison to the library Board of Trustees and community stakeholders; provide pertinent information at all Board Meetings, and reports on library achievements and challenges.
- Supervise staff and volunteers, implementing personnel policies and procedures to ensure the provision of exemplary public service.
- Develop and Implement a five-year strategic plan for the library's future.
- Assist the library Board in developing, implementing and reviewing the library budget as well as drafting and reviewing all policies, procedures and controls.
- Coordinate annual library budget vote and election of trustees in partnership with library Board.
- Manage library building facilities.
- Advocate for and promote the library through the overall management of high quality customer service, active social media presence, and proactive community relations.
- Oversee Collection Management policies and procedures.
- Manage staff that plan, coordinate and implement programming and outreach for all ages.
- Research and write grants to support library's mission and needs of the community.
- Create and distribute regular reports to the community.

Knowledge, Skills, & Abilities:

- Demonstration of good oral and written communication.
- Proficiency in technology hardware and software as well as web-based applications, including, but not limited to: PC, laptops, portable devices software suites, Internet browsing/searching and social media platforms.

- Commitment to community improvement and engagement through public library services.
- Good knowledge of library techniques, library administrative practices and library materials
- Ability to carry out library policies, to train and supervise the library staff and to plan and coordinate the work of others.
- Desire to learn and gain new skills with an interest in continual professional improvement for oneself and for staff.
- Ability to exercise leadership and motivate others; ability to evaluate situations; to make constructive suggestions for improvements in services and collections; and to participate effectively in the cultural and intellectual activities of the community.
- Ability to successfully work with all peoples; to demonstrate tact, courtesy, patience and good judgment.

Required Qualifications:

- Master's Degree in Library Science, or Library and Information Science from a graduate library program accredited by the American Library Association.
- Eight years of satisfactory professional library experience in a library of recognized standing.
- Minimum one-year experience with administration and management of staff in a library environment.
- New York State Public Librarian Certificate issued by New York State Education Department.
- Civil Service classification; testing available for otherwise qualified applicants.
- Resident of Chemung County

Examples of Work:

- Speaking with community members, and presenting on library projects in public.
- Working with library staff and/or volunteers to coordinate library programs for all ages.
- Assisting with local and regional grant applications to help fund library projects.
- Interviewing and hiring contractors to maintain library building facilities.
- Filing annual library report to New York State Library.
- Training library staff and/or volunteers on library operations.
- Providing general assistance to library patrons as needed
- Attending Board Meetings to report on operations, and assist with policies and planning.
- Purchasing library materials including books, magazines, DVD's, CD's and digital materials.
- Participating in Southern Tier Library System training and meetings for library directors.
- Reading about current trends and best practices in public libraries.
- Assisting library Board or Friends group with fundraising efforts.
- Maintenance review of library website, social media accounts and promotional materials.
- Working with local community groups and businesses to promote library initiatives.

The Library Director reports to the Library Board of Trustees, is subject to a 6-month probationary period and annual review thereafter based on the expectations outlined in the Library Director Job Description.

Salary & Benefits

Salary range is \$110,000 - \$130,000 for this 40 hour per week position, and is commensurate with experience. Benefits include: New York State Retirement, Medical, Dental and Vision Plans, Paid vacation, sick, personal and holidays as determined by the organizational contract.

Application Process

Applications are due Sunday, January 30th, 2023. Please submit (via e-mail) a cover letter, resume, and at least three professional references to: **CCLDBusOff@stls.org**

About CCLD and Our Region

Located in the Southern Tier of Central New York State, Chemung County is the home to our Library District and the surrounding Southern Finger Lakes. The County is alive with the vitality of a modern business center, yet remains peaceful in nature. Much of our region has easy access to hiking, skiing, hunting, and camping throughout the foothills of the Appalachian Mountains, while our northern region communities enjoy boating, swimming, biking and wine & distillery tours around Keuka and Seneca lakes.

Chemung County's veins are rich in history, commerce and community spirit. Soak up some history at any of our regional museums including: [Arnot Art Museum](#), [Center for Mark Twain Studies](#), [Chemung County Historical Society](#), [Corning Museum of Glass](#), [Curtiss Museum](#), [National Soaring Museum](#), [Rockwell Museum](#). Revel in the variety of culture and fun in and around us at [Clemens Performing Arts Center](#), Corning's [Gaffer District](#), [Watkins Glen International](#), [International Motor Racing Research Center](#), [Watkins Glen State Park](#) and [Shequaga \(Montour\) Falls](#), and many of the [Local Wineries](#) and [Breweries](#). Chemung County also serves as home to Elmira College and the Lake Erie College of Osteopathic Medicine (LECOM), as well as neighboring Corning Community College, Keuka College, Ithaca College and Cornell University right in our backyard.

Our library is committed to a diverse and inclusive work environment to ensure a wide range of experiences, perspectives, and skills. Our organization is continually evolving to meet the changing needs of our communities by establishing practices that promote innovative delivery of essential library services to our community. CCLD is an Equal Opportunity Employer.