



32 Water Street
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<http://dundeelib.org>

Creative, Engaging, Innovative, Full Service Since 1908

Director of Operations

Performs library functions under the direction of the Executive Director

The Director of Operations reports to the Executive Director and is subject to annual review. Reports to the Board in the absence of the Executive Director. The position is 20 hours per week at \$20-\$25 per hour. Sick time is based on board policy and NYS law.

Minimum qualifications:

- Bachelor's degree from an accredited university
- Experience working with community groups
- Experience working with youth (birth to 18)

Primary Responsibilities:

- Assists patrons, staff and volunteers
- Supervises staff and volunteers implementing policies and procedures
- Manages library building and coordinates with maintenance staff
- Organizes and carries out programs and activities for all ages in cooperation with Clerks
- Selects and recommends purchases of library materials
- Attends Southern Tier Library System meetings for youth services, adult services, ILS and technology as necessary
- Supplies necessary information for annual reports to NYS and funding sources such as Youth Bureau in cooperation with Youth Clerk
- Creates and approves public relations and social media in cooperation with Clerk assigned to social media
- Maintains and operates equipment (technology and AV) as required
- Resolves patron and community complaints and concerns
- Networks with home school families in the community
- Networks with Dundee Central School and the TRAILS after school program
- Develops summer programs related to themes in consultation with Youth Clerk

- Responsible for daily scheduling of library staff
- May recommend changes in policy and procedure
- Manages Collection Development policy with the Executive Director

Required Skills and Abilities:

- Ability to work with patrons of all ages
- Ability to work as a team member and to supervise staff
- Ability to express ideas clearly orally and in writing
- Working knowledge of library philosophies, procedures and technology
- Tact and courtesy when dealing with staff and community
- Ability to understand and follow written and oral directions
- Ability to operate a computer
- Ability to prioritize work and meet established deadlines
- Ability to work flexible hours
- Ability to travel to meetings and conferences

Examples of Work:

- Check in and check out library materials
- Speak with community members and represent the library to the public
- Train library staff or volunteers
- Assist patrons with computers and copier/printer
- Attend Board meetings
- Plan programs and services
- Supervise social media accounts
- Present programs necessary

Board Approved 3/18/24