



Job Description: Montour Falls Library Director

Job Summary:

The Library Director oversees and directs the activities and services of the Montour Falls Library. The Director is responsible for staffing and staff development, Board development and communication, provision of exceptional public service delivery, fund development, grant proposal creation and submission, advocacy, public relations, budgeting, and program development. The Director attends all meetings of the library's Board of Trustees as well as meetings of community groups and agencies as appropriate.

The Library Director reports to the Library's Board of Trustees.

Duties and Responsibilities:

- Oversee and direct Library operations including public services, technology, administration, and facilities management.
- Ensure the delivery of high-quality library programs and services to the community. Evaluate long and short-term projects, as well as daily operations, to keep the services of the library current and meeting public/community needs.
- Recruit, select, hire, supervise, evaluate, and terminate, if necessary, library staff in conformity with library policy and with state and federal law.
- Direct and participate in long-range planning for the library to improve internal functions and delivery of services to the community.
- Prepare agendas and discussion items for scheduled Board meetings; prepare and present staff reports and other correspondence. Prepare annual state, special reports, agendas, budgets, etc. for the Board.
- File the annual library report to New York State Library. Coordinate annual budget vote with School District.
- Prepare, recommend, and present the annual Library operating budget to the Finance Committee.
- Responsible for timely payment of bills, petty cash, and receipt reports, in coordination with the Bookkeeper and/or Treasurer.
- Assist the board with strategic planning and policy development.

- Oversee the maintenance of the library's collection; update and review guidelines in relation to the selection and purchase of all library materials as required.
- Interpret and explain Library policies, procedures, and programs to the public.
- Respond to inquiries involving library related matters; negotiate and resolves complex, sensitive, and/or controversial issues and complaints.
- Oversees and maintains the library's historical collection.
- Direct, attend, and participate in a variety of meetings, workshops, seminars, and conferences; serve on committees as assigned.
- Stay abreast of current trends and innovations in the field of libraries.
- Work with Village officials concerning upkeep of the library building and grounds (which we rent from the Village). Maintain positive relationship with code officials and village trustees.
- Responsible for creating an environment that welcomes all users and staff.
- Actively promotes and participates in collaborative work and fosters an environment that allows for creativity and a positive workplace.
- Perform other duties as assigned.

Education and Experience

- Master of library science (MLS) and one (1) year library management experience, or
- Bachelor's degree and two (2) years library management experience, or
- Associates degree and three (3) years library management experience.

Required Skill Set

Required Skills in:

- Directing library operations, programs, and services.
- Staff supervision and dealing with the public.
- Ensuring the delivery of quality library programs and services to the community.
- Budget management.
- Fundraising and grant proposal submission.
- Volunteer recruitment.
- Excellent written and verbal communication skills.
- Using technology including, but not limited to, integrated library systems, business software applications, presentation software and the ability to learn the use of new technology to provide service to the public.
- Developing and implementing library goals, objectives, policies, and procedures.

- Responding to and resolving complex issues and complaints involving library related matters.
- Establishing and maintaining effective working relationships with others.
- Supervising, leading, and delegating tasks and responsibilities.
- Exercise a full range of body motion to include standing, walking, talking, listening, stooping, kneeling, and reaching. Lifting up to twenty-five pounds, with some exposure to weights up to fifty pounds.
- Plans and develops the library's public relations strategy, development of promotional materials, and projects.
- Oversees the maintenance and implementation of social media platforms and marketing.
- Oversees building and grounds maintenance, repairs, and improvements.
- Oversees the repair and reconditioning of library materials.
- Oversees the culling and shelving of various media.
- Oversees the maintenance, update, and acquisition of technology and appropriate equipment.
- Opens and closes the library.
- Performs circulation desk responsibilities.
- Performs other duties as required by the Board of Trustees.

Compensation:

The hourly rate for this position is \$23.00/hour for a 40-hour work week. Paid vacation, sick pay and paid holidays given. There are no health benefits. Proof of Covid vaccination is required for this position.

Qualified applicants are invited to submit a resume and cover letter to:

MFLDirectorSearchCommittee@stls.org

The deadline for submission is January 31, 2022.