

MYERS MEMORIAL LIBRARY
6 Falconer Street
Frewsburg, NY 14738

POSITION: Library Director

The Library Director is responsible for the overall management and daily operations of the library. This includes but is not limited to strategic planning, leadership and staff management, budget maintenance, collection development, community engagement, enacting Board-approved policy development, reporting and communication, maintaining compliance with laws, and ensuring the library meets the needs of its patrons.

We are seeking an experienced Library Director to lead our library's day-to-day operations and be an advocate for the library and its positive role in our community. The position will report to the Library Board, and is responsible for planning, directing, and coordinating its program of service to the community.

The position requires a standard work week of 32 hours and participation in various meetings and work-related functions outside of the standard work week.

MAJOR POSITION DUTIES:

Board Relations

1. Works with the library board to establish and maintain a long-range plan that aligns with the library's mission, goals, and objectives with the needs of the community in mind.
2. Formulates and recommends policies to the library board; implements and executes library policies and supervises the development of uniform procedures throughout the library system.
3. Prepares library board meeting agendas and necessary reports in cooperation with the library board and notifies board members of scheduled meetings. Maintains a record of procedures and business which is readily accessible to board members.
4. Coordinates with the Board and the bookkeeper on submitting an annual operational budget to the library board for review, discussion, and approval.

5. Explores alongside library board new revenue sources and collaborations with other organizations.
6. Serves as a chief consultant to the board in regard to library programs and services, and recommends to the board the adoptions of new programs and technologies as needed.

Professional Librarianship

1. Oversee the library's collection development plan and supervises the selection, purchase, and withdrawal of library materials according to that plan.
2. Informs and advises the board as to local, regional, state, and national developments in the library field and works to maintain communication with other area libraries.
3. Attends meetings, conferences, and workshops to maintain contact with professional and library-related agencies, and to maintain knowledge in current trends in public library operations and technology.

Community Involvement and Development

1. Relates library objectives to community needs, and represents the library on community boards and committees. Maintains close liaison with county and local officials, community leaders, and citizen groups to inform them of library needs and concerns.
2. Works in conjunction with the library board as needed for the creation, implementation, and execution of fund-raising through capital and endowment campaigns, grant support, and any other public or private fundraising efforts.
3. Keeps the public well informed of the library's activities, accomplishments, and challenges. Develops and administers a public relations plan. Prepares press releases and makes presentations to community groups upon request.

Organization Administration

1. Oversees and directs the supervision of the daily operation and activities of the library.
2. Develops job staff descriptions; recommends and administers personnel policies. Insures that staff performance evaluations are completed on a regular schedule.

3. Recruits, hires, evaluates, and disciplines library staff in conformity with state and federal regulations and library personnel policies.
4. Develops and oversees a staff professional development and training plan.
5. Works to promote high staff morale. Encourages clear and open staff communications. Serves as a liaison to staff in reporting board-related information, decisions, and actions.

Fiscal Management

1. Administers approved budget. Expends funds within established guidelines. Provides regular report of financial accounts to the library board. Prepares and provides other reports in accordance with state, county, and/or federal requirements.
2. Ensures that audit is performed as required by the board.
3. Incorporates library's goals and strategic plan as basis for financial planning.

Facilities Management

1. Coordinates with the board for the care and maintenance of library buildings and grounds.
 2. Regularly reviews building needs and advises board in its planning for future expansion or development.
 3. Other duties and responsibilities as assigned.
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QUALIFICATIONS:

Required:

- Associate's degree in a related field.
- 3+ years of experience in management or administration, with a demonstrated track record of leadership.
- Strong knowledge of library technology, digital resources, budgeting, and community engagement strategies.
- Excellent communication and interpersonal skills, with the ability to work effectively with diverse populations.

Preferred:

- Bachelor's degree or above in Library Science or Information Science from an ALA-accredited program.
- Experience with budgeting and financial management in a library setting.
- Track record of successful program development and implementation.
- Familiarity with current trends and best practices in library services.

Technical Skills and Relevant Technologies

- Experience in library management systems and digital resource platforms.
- Knowledge of data analytics tools to assess library performance and user engagement.
- Familiarity with emerging technologies that enhance library services and access.

Soft Skills and Cultural Fit:

- Strong leadership skills with the ability to inspire and motivate staff.
- Creative problem solver with a proactive approach to challenges and opportunities.
- Commitment to diversity, equity, and inclusion in library services and programming.
- Excellent organizational skills and the ability to manage multiple projects simultaneously.

Benefits and Perks:

- Salary range: \$28,288 — \$33,280
- Paid time off: Two weeks
- Professional development opportunities and continuing education support.

EQUAL OPPORTUNITY STATEMENT

Myers Memorial Library is committed to fostering a diverse and inclusive workplace. We welcome applicants from all backgrounds and experiences. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, gender, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other basis protected by applicable law.