

**Canajoharie Library and Art Gallery
(Arkell Museum)**

Full Time Librarian - Job Description

Approved by the Board of Trustees: 12/09/2020

The Librarian administers all library services at the Canajoharie Library. The Librarian's primary responsibilities are the advancement of the institution and the fulfillment of its mission, and for all operational and general administrative functioning of the Library. The Librarian reports to the Executive Director of the Canajoharie Library and Art Gallery (Arkell Museum).

Responsibilities:

- Administer Library functions in accordance with Library policies and within the confines of the American Library Association's By-laws and applicable local, state and federal laws, and any policies implemented by the Board of Trustees of the Canajoharie Library and Art Gallery.
- Collaborate with the Executive Director and with the Trustees in planning for Library development and financial support.
- Coordinate and participate with Executive Director in the development and implementation of a strategic plan consisting of goals, objectives, policies, and priorities of the organization to be presented and approved by the Trustees of the Canajoharie Library and Art Gallery.
- Develop with the Executive Director an annual operating budget for approval by the Trustees.
- Oversee and sign off on all Library purchases and Library staff payroll; review Library expenses and income monthly with the bookkeeper.
- Develop and oversee marketing and media strategies and initiatives including web-based, print, and all other venues for the purpose of advancing the Library's mission; and keeping with organization's mission.
- Manage and provide inventive content for the website, social media platforms (Facebook, Twitter, Instagram), in collaboration with Curator of Education & Public Engagement.
- Keep Library collection current and organized through collection development and maintenance.
- Supervise, hire, train, and evaluate staff as outlined in the organizational chart and personnel policy.

- Schedule and oversee all Front Desk Staff; ensure that the front desk is fully staffed, and is tidy, professional, and welcoming for all staff, patrons, and visitors.
- In coordination with Executive Director, conduct quarterly staff meetings and encourage continuing education and professional growth of staff members.
- Develop procedures for and supervise volunteers, and interns in accordance with the personnel policy.
- Coordinate reference assistance, computer use, circulation and other aspects of Library public services.
- Write and implement grants and special projects for the Library.
- Serve Library users through the development and maintenance of Library programs for all ages.
- Coordinate institutional technology resources, including all devices on the organization network.
- Be active in securing the resources to operate the Library and promote its services.
- Maintain an active involvement in professional associations.
- Serve as liaison to the Library system activities, collections, and programs.
- Partner with the Executive Director and Head of Buildings & Grounds regarding building operations.
- Collaborate with Executive Director and Curator of Education & Public Engagement to develop and implement joint programming for the Library and Museum.
- Partner with Executive Director and Curator of Education & Public Engagement to oversee and supervise rental and community events.
- Perform related work as required; perform work as requested by the Executive Director.

Desirable education and experience:

- Master's Degree in Library Science or an equivalent program
- Experience working in a professional position in a library environment with increasing responsibility in a supervisory capacity
- Skills to work with a diverse public in groups and on an individual basis
- Experience in effective communication both verbally and written
- Ability to plan and organize budgets, work routines, and long range projects
- Experience in establishing and maintaining effective relationships with the public

- Experience in establishing and maintaining effective working relationships with the staff, Executive Director, Curator of Education, and Board of Trustees

Must possess or be eligible for a New York State Public Librarian certification.

The salary range for this position is \$38,000 - \$40,000 commensurate with experience. Benefits include health insurance and employer contributions to a 403b plan.

Cover letter, resume, and contact information for three professional references should be submitted to:

Librarian Position
Canajoharie Library
2 Erie Boulevard
Canajoharie, NY 13317
Or humanresources@arkellmuseum.org

Application review will begin January 15, 2020, and continue until the position is filled.