

Canajoharie Library Library Director Job Description

The Library Director (LD) administers all library services at the Canajoharie Library. The LD'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 Library Director reports to the Executive Director (ED) of the Canajoharie Library and Arkell Museum.

Responsibilities:

- Administer Library functions in accordance with Library policies and within the confines of the Library Association's By-laws and applicable local, state and federal laws
- Work with the Board of Trustees and ED in planning for Library development and financial support
- Coordinate and participate with the Board of Trustees and ED in the development and implementation of a strategic plan consisting of goals, objectives, policies, and priorities of the organization
- Develop and present an annual operating budget to the Board of Trustees and ED
- 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
- 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
- Conduct staff meetings and encourage continuing education and professional growth of staff members
- Develop procedures for and supervise volunteers, and interns in accord with the personnel policy
- Coordinate reference assistance, computer use, circulation and other aspects of library public services
- Write and implement grants and special projects
- Serve Library users through the development and maintenance of Library programs for all ages
- Coordinate institutional technology resources, including all devices on the Library 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 ED and Head of Facilities regarding building operations
- Partner with Museum staff to develop and implement joint programming for the Library and Museum
- Partner with Museum staff to oversee and supervise rental and community events
- Perform related work as required; perform work as requested by the ED

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
- ◆ Ability to work with a diverse public in groups and on an individual basis
- ◆ Ability to communicate effectively in writing and verbally
- ◆ Ability to plan and organize budgets, work routines, and long range projects
- ◆ Ability to establish and maintain effective relationships with the public
- ◆ Ability to establish and maintain effective working relationships with the staff, ED, and Board of Trustees
- ◆ Must possess or be eligible for a New York State Public Librarian certification

Applicants should submit a cover letter, resume, and contact information for at least three professional references to the Search Committee via email at humanresources@arkellmuseum.org

Application review will begin July 8 and continue until the position is filled.