

Prattsburg Free Library

Job Description: Library Director

The Library Director is the chief executive of the library, responsible for daily operations, implementing projects, developing procedures, enacting Board-approved policies, and providing the guiding directions and vision for the library's future.

Primary Responsibilities:

- Communicate regularly with the library Board of Trustees; provide pertinent information at all Board Meetings, and reports on library achievements and challenges.
- Create a positive working relationship with staff.
- Manage staff to implement exemplary public service.
- Manage Collection Development policies and procedures.
- Supervise staff and volunteers.
- With the library Board, develop, implement and review the library budget.
- Through community assessment, develop five year strategic plan for the library's future.
- Advocate for and promote the library through high quality customer service, active participation in social media, and foster relationships with community groups, underserved populations and local school.
- Manage library building facilities , arrange for repairs.
- Assist the library Board in drafting and reviewing all policies and procedures.
- Plan, coordinate and implement programming for all ages.
- Research and write grants to support library's mission and needs of the community
- Create and distribute regular reports to the community.

Knowledge, Skills and Abilities:

- Demonstration of good oral and written communication.
- Desire to learn and gain new skills with an interest in continual professional improvement.
- Proficiency in technology hardware and software as well as web-based applications, including, but not limited to: PC, laptops, portable devices, Microsoft Office, internet browsing/searching and social media platforms.
- Commitment to community improvement and engagement through public library services.

Minimum Qualifications:

- Demonstrated organizational or project management experience
- Experience working with community members and community organizations.
- Bachelor's or Associate's degree in an approved college or university or its equivalent

- Relevant Experience will be considered.

Examples of Work:

- Checking- in and checking-out library materials to library patrons.
- Speaking with community members, and presenting on library projects in public.
- Working with library staff and/or volunteer to coordinate library programs for all ages.
- Completing local and regional grant applications to help fund library projects.
- Hiring contractors to maintain library building facilities.
- Filing annual library report to New York State Library
- Training library staff and/or volunteers on library operations.
- Promoting library services, programs and projects through traditional and social media.
- Providing computer usage training to library patrons one-on-one or in a class room setting.
- Attending Board Meetings to report on operations, and assist with policies and planning.
- Purchasing library materials including books, magazines, DVD's, CD's and digital materials.
- Participating in Southern Tier Library System Training and meetings for library directors.
- Reading about current trends and best practices in public libraries.
- Preparing library displays to promote usage of library materials and services.'
- Assisting library Board or Friends group with fundraising efforts.
- Contributing to library website and social media accounts.
- Helping library patrons with general library needs.
- Working with local community groups and businesses to promote library initiatives.

Additional Work Demands:

- Ability to work in an environment subject to continuous interruptions.
- Ability to work under stress from deadlines, public contact, and changes in environment.
- Ability to view a computer monitor and/or operate a keyboard for long periods of time.
- Ability to move and/or lift materials up to 25 pounds up and down stairs.
- Regularly required to talk and/or hear; use hands to operate objects, tools and controls; and reach with hands and arms.
- Vision and hearing at or correctable to "normal ranges".
- Ability to read printed materials and information on computer screens.
- Ability to file books, files, reports, etc. on shelves ranging from 1-7 feet from the floor.
- Ability to travel to attend meetings both inside and out of library community.

- Ability to work flexible hours.
- Reasonable accommodations may be made to enable all qualified individuals to perform these duties.

The Library Director reports to the Prattsburg Free Library Board of Trustees, is subject to a 6 month probationary period and annual review thereafter based on the expectations outlined in the Library Director Job Description.