



Clifton Springs Library
4 Railroad Avenue
Clifton Springs, New York 14432
315-462-7371
www.cliftonspringslibrary.com

Job Title: Library Director

Reports to: Board of Trustees

Date: 2/21/2020

Scope

Responsible for all library operations including supervising library staff and volunteers, managing an operating budget of \$260,000, collection development, and maintenance of the library's facilities.

Essential Duties

- Communicates the library's role to community stakeholders and groups.
- Provides leadership in planning, developing, and expanding programs and services to meet the needs of the community.
- Secures library funding through voter-directed 259 levy, grants, fundraisers, and donations.
- Works closely with the Board of Trustees; manages the library staff and volunteers.
- Develops policies procedures, annual budget, and other essential documents with the Board of Trustees; Oversees library's operating budget.
- Manages the library's building and grounds including securing construction grants to support the long-term growth and renovation of the facility.
- Oversees collection development including the selection, purchasing, and deaccession of materials.
- Maintains the library's website, social media accounts, and other promotional material distributed to the community.
- Actively participates in the Pioneer Library System community and attends professional development training sessions, workshops, and meetings.

Required Knowledge, Skills, and Abilities

- Knowledge of library core values
- Ability to speak and write effectively to a broad range of audiences
- Ability to maintain and administer a positive work environment
- Ability to display original thinking, problem solving, and innovative approaches
- Ability to respond promptly and appropriately to requests from the Board of Trustees, staff, and community

- Proficient with technology hardware and software including computers, tablets, eReaders, and Microsoft Office
- Knowledge of current trends impacting libraries
- Willingness to work evening and weekend hours
- Willingness to travel to trainings, workshops, and meetings as necessary
- Ability to establish and maintain effective working relationships with the Board of Trustees, associates, officials of other agencies, and the general public

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit or stand for extended periods.
- Manual dexterity to manipulate library materials.
- Ability to work extensive hours at the computer screen.
- Ability to reaching above shoulder height and below the waist.
- Ability to carry, push, pull, or lift up to 30 pounds.

Education and Experience

MLS degree from an ALA accredited school of Library and Information Science and four or more years of relevant professional public library experience; or An equivalent combination of training, education, and experience including two years of supervisory/administrative experience.

Hours, Salary, and Benefits

This is a full-time position. Salary range \$46,000 - \$49,000, commensurate with experience. Benefits include vacation, sick time, holiday days; Paid Family Leave; Employee Assistance Program; and many opportunities for Continuing Education.

To Apply

Interested applicants should submit a cover letter, resume, and 3 references to cslibrarydirector@gmail.com. The position will remain open until filled; priority will be given to applications received by March 15, 2020.

About the Clifton Springs Library

The Clifton Springs Library serves the Village of Clifton Springs as well as parts of the Town of Manchester and the Phelps-Clifton Springs Central School District. Our 5000 square foot facility incorporates a late nineteenth century passenger train station. We house more than 16,500 print materials and 3,450 audio visual items. There are 5 public-access computers and free Wifi available throughout the building. In 2019 the library welcomed 30,000 visitors, circulated more than 38,000 items, and hosted 543 programs for all ages.