



STLS

Southern Tier Library System

Connecting Community Libraries

**Public Library Director
Wayland Free Library**

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 direction 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.
- Manage staff to implement exemplary public service.
- Manage Collection Development policies and procedures.
- Supervise staff and volunteers, implementing personnel policies and procedures.
- 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 schools.
- Manage library building facilities.
- Assist the library Board in drafting and reviewing all policies, procedures and controls.
- Plan, coordinate and implement programming for all ages.
- Research and write grants to support the 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, Google Drive, 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.
- Completed education as deemed the minimum required by the New York Commissioner of Education. For this position, the minimum requirement is a bachelor's degree, or its equivalent.

PREFERRED QUALIFICATIONS:

- Master's Degree in Library Science, or Library and Information Science from a graduate library program accredited by the American Library Association.
- Experience with administration and staff management in a library.

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 volunteers to coordinate library programs for all ages.
 - Completing local and regional grant applications to help fund library projects.
 - Interviewing and hiring contractors to maintain library building facilities.
 - Filing annual library report to New York State Library.
 - Coordinating annual budget vote with School District or Town officials.
- 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 classroom 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.
- Building library displays to promote usage of library materials and services.
- Assisting library Board with fundraising efforts.
Creating a Friends' group.
- Maintaining library website and social media accounts.
- Helping library patrons with general library needs.
- Working with community groups/ 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.
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit.
- 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 to 7 feet from the floor.
- Ability to work flexible hours.
- Ability to travel to attend meetings both inside and outside of the library community.
- Reasonable accommodations may be made to enable all qualified individuals to perform these duties.

The Library Director reports to the 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.