



POSITION AVAILABLE: Full Time Library Director

The Port Jefferson Free Library is a 5-Star Library located in an incorporated village on the north shore of Long Island in Suffolk County, NY. This association library serves its Port Jefferson community along with two additional contract districts. The library received its provisional charter in 1909 and the original library building was erected and opened to the public on May 1, 1925. The library has gone through many building additions since 1925 and, in addition to the main building, it also runs a Teen Center off library grounds. The library owns two adjacent properties. One of these has been made into an outdoor green space and the other is currently in the early stages of a major renovation. The ideal candidate would be a forward-thinking community leader, one who would continue the progress in meeting the needs of our unique community. This person should be a creative and confident professional who will provide the library with strong organizational as well as fiscal management skills. The Director will report to a seven-member library board and be responsible for operating the library in keeping with the policies and procedures adopted by its Board of Trustees. The library has a staff association represented by NYSUT. The library budget is approximately \$4.5 million annually. The library is looking for someone excited to fill this role, and to help our library reach its full potential as a place of resources, entertainment, education, and community gatherings.

Job Summary

Under the general direction of the Board of Trustees, the Director is responsible for the day-to-day management and administration of the library and its staff. Additionally, the Director will take charge of the upcoming library cottage renovation project. The Director will exercise direct and/or indirect supervision over all library employees and will oversee all library functions and activities, subject to library policies. The director will efficiently exercise fiduciary responsibility and objectives determined by the Board of Trustees. This employee will utilize a high degree of initiative and independent judgment in the performance of library duties and related responsibilities, understand the nuances of being an association library, and have a keen awareness of our library's mission.

Leadership and Strategic Planning

- share responsibility with the Board to ensure the library meets the New York State Minimum Standards for Public Libraries
- work as liaison between the library's architect and board to facilitate a successful library cottage renovation project
- engage closely with the Board of Trustees to develop the library's budget, policies, and community-based long-range plans
- ensure the Board of Trustees is apprised of current issues impacting the library and advise on strategic directions for the Board's consideration.
- maintain the confidentiality of patrons, staff, and Board business
- assist with grant writing and grant reporting
- liaison with banks, library's attorney, and other professionals

Principal Duties and Responsibilities

- responsible for managing all day-to-day operations of the library
- primary responsibility for personnel matters related to library staff including hiring, adequate training, day-to-day management, scheduling, evaluations for department heads
- engaged in day-to-day operations of the library
- ensure proper oversight of the library's finances in partnership with the library bookkeeper
- responsible for all mandated county, state and federal reports, including the Annual Report to the State
- ensure a safe physical environment, including such tasks as adequate snow removal, reviewing and reducing walkway and driveway hazards
- responsible for carrying out the Library's Materials Selection Policy to develop a collection that meets community needs
- work in conjunction with all library committees to facilitate achievement of their goals
- ensure that all programs held off-site adhere to library's policies and safety protocols
- manage community partnerships and outreach efforts

Qualifications:

- MLS from an ALA accredited institution
- New York State Librarian Certification
- a proven record of increasing responsibility at a library
- experience with maintaining a library's collection
- familiarity with current software and confidence with learning new programs
- excellent communication skills and strong interpersonal skills are important for this position
- the ideal candidate would be self-motivated, organized, thorough and dependable.
- travel and attend events on behalf of the library
- past experience with a major building project/renovation a plus

Salary: Commensurate with qualifications and experience

We participate in the NY State Retirement System. This is not a civil service position.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

To apply, please email a cover letter, resume, and the names and contact information for three professional references to the Port Jefferson Library Board of Trustees.

email: Directorsearch@portjefflibrary.org

Application Deadline is November 21, 2023

PORT JEFFERSON FREE LIBRARY • 100 Thompson Street, Port Jefferson, NY 11777

Posted 10/24/23