



## **LOCUST VALLEY LIBRARY**

### **Director**

#### **Scope of Work**

This position involves responsibility for all day to day library functions within the framework of the library's goals and objectives, policies and budget. The work involves carrying out broad policy as determined by the Library Board of Trustees and recommending needed policies. A maximum degree of latitude for independent action is exercised within the scope of library policy.

The Director reports directly to the Board of Trustees.

#### **Duties and Responsibilities**

##### **Establish Priorities**

- Recommends, plans and implements library services; recommends changes in services to keep current with needs and demands of the community;
- Participates in long range and strategic planning;
- Seeks to improve library services and collections in a fiscally responsible way;
- Evaluates effectiveness of library services in relation to community needs;
- Plans efficient use of space and furnishings to accommodate patrons, services, staff and collections;

##### **Policy Recommendations**

- Submits recommendations on library policies and services to the Board of Trustees, implements policy decisions;
- Oversees the assembly of a monthly Board packet;
- Generates statistical reports on various functions and services of the Library;

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## Budget and Finances

- Prepares preliminary budget in consultation with the Budget committee and staff, reporting to the Library Trustees;
- Works with the Budget Committee to finalize a budget proposal;
- Directs and supervises expenditure of library funds;
- Applies for library construction aid;
- Encourages and facilitates grant application-writing by the staff;
- Oversees the preparation of financial reports;
- Oversees the filing of all required forms and reports for county, state, and federal governments;
- Oversees collection development, acquisitions, and weeding of the collections;
- Approves purchase of electronic databases and computers;
- Oversees the maintenance of a CRM (customer relationship management) system to track donors;
- Handles daily cash receipts.

## Building Construction and Maintenance

- Supervises the maintenance of building and grounds, including tennis courts;
- Recommends repairs, alterations and new construction;
- Obtains quotes for construction and maintenance projects as per the library's procurement policy.

## Professional Awareness

- Maintains current knowledge of new developments in the library field, including technological advances;
- Attends professional meetings; keeps informed of professional developments.

## Managing, Development and Utilization of Staff

- Evaluates staffing requirements in context of continuing and new services, special projects, and individual employee skills;
- Evaluates staff performance; recommends appointments, promotions and dismissals;

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- Oversees compliance with all government regulations regarding employment;
- Conducts staff meetings and staff training;
- Prioritizes the safety of the staff;
- Maintains job descriptions for all positions; Responsible for hiring process;
- Surveys staff regarding job satisfaction annually;
- Supports staff members in professional development and recommends opportunities for additional education.

#### Community Relations and Communication

- Oversees the preparation of the newsletter and other correspondence for the community and media;
- Oversees the design of the library website and makes updates in WordPress;
- Resolves patron disputes/complaints that cannot be resolved by the staff;
- Produces an Annual Report to the community with graphics;
- Serves as liaison with the Friends of the Library, and the Historical Society;
- Represents the Library at community meetings;
- Maintains membership in community organizations.

#### **Abilities, Skills & Knowledge**

- Excellent knowledge of library techniques, materials, and administrative practices;
- Ability to recommend and carry out library policies;
- Ability to plan, implement, and evaluate library services;
- Ability to train and supervise library staff, plan and coordinate the work of others;
- Ability to troubleshoot technical equipment (copy machines, computers and printers);
- Ability to step into any staff position if needed;
- Good communication skills, imagination, creativity and talent for organization;
- Ability to express oneself clearly and concisely both orally and in writing;
- Initiative in making constructive suggestions for improvements in services, collections, facilities, administrative practices, and use of technology;
- Tact, courtesy and good judgment.

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### **Education and Experience**

An MLS from an ALA accredited university, and a minimum of four years' experience managing library operations including supervisory experience.

### **Salary and Benefits**

Salary range begins at \$100,000 commensurate with qualifications and experience.

The Locust Valley Library provides a competitive benefits package consisting of medical and disability insurance, Worker's Compensation and a 403(b) plan.

To Apply: Email an application, cover letter and resume to [searchcommittee@locustvalleylibrary.org](mailto:searchcommittee@locustvalleylibrary.org) no later than January 10, 2024.

The Locust Valley Library is a free association library not subject to Civil Service requirements.

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