



273 Beaver Dam Road
Brookhaven, NY 11719
Tel: 631-286-1923 Fax: 631-286-0120
www.brookhavenfreelibrary.org
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July 11, 2024

Position Available: Library Director

Brookhaven Free Library, nestled within the bucolic hamlet of Brookhaven, seeks an energetic and dynamic leader to serve as Library Director. The director is the chief operating officer of the library, with major administrative responsibility for implementing Library Board policy and recommending, designing, implementing, directing, supervising and evaluating an active program of educational, cultural and information services relevant to the community, in accordance with the goals and objectives established by the Board of Library Trustees.

The successful candidate must be a proven collaborator, creative problem solver and possess exceptional communication skills. They must also be an effective, flexible leader, with a cooperative "can do" attitude and actively participate in community engagement. The Library Director reports to a 7-member Board.

The Brookhaven Free Library, founded in 1912, is an association library serving the South Country Central School District community, with an annual budget of \$1,062,344 and a talented team of professionals ranging from 15-25. The Library is particularly known for its warm and friendly staff, and the charm of its building and grounds. Serving as an integral part of the community, the Library often collaborates with the local schools, businesses and other organizations.

Qualifications include:

1. Master's degree in Library Science from an ALA accredited program.
2. Must possess NYS Public Librarian Certificate or be able to obtain.
3. Experience in professional library management and administrative positions.

Responsibilities include:

- Patron Relations – envision and interpret community needs, overseeing the development of new programs and services.
- Board Relations – attend monthly Board and Committee meetings, make recommendations for new services, initiatives and policies.
- Finance – prepare budgets, supervise expenditures and negotiates contracts for services and materials.
- Collection – Assures that the materials selected and the services provided meet the needs of the patrons and represent a judicious expenditure of funds.



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- Staff – work cooperatively with staff and oversee recruitment, training, evaluations and management, as well as providing the tools and support necessary to fulfill their job responsibilities.
- Facilities – oversee maintenance and improvements of the library building and grounds, ensuring that they are safe and accessible to all.
- Public Relations – maintain and cultivate contacts with patrons, and community and school officials, represent the library at public events and obtain feedback from the community.
- Professional – presents and promotes a professional atmosphere both in and out of the library and represents the library through participation in professional library organizations.
- Planning – evaluate and plan for effective services and appropriate resources.

This fulltime, salaried position requires collaboration with local organizations and public-facing involvement in community events, including weekend and evening hours.

This is an association library and not a part of the civil service system. The Library does not participate in the NYS retirement system but does offer matching contributions to a 403b plan as well as 100 % paid individual health insurance coverage through NYSHIP.

Salary will be commensurate with qualifications and experience, and in the range of \$100,000 to \$120,000.

Please send a copy of your cover letter, resume, and three professional references no later than August 5, 2024 to: directorsearch@brookhavenfreelibrary.org