

Part I – Job Descriptions

1. Library Director

General Statement of Duties:

This is a part time position involving responsibility of library functions and administrative tasks. The Director is to carry out the Library policies as determined by the library Board and standard library policies. The Director must have an aptitude for independent judgment and decision making. The Director also works with the Southern Tier Library System (STLS) staff in planning and implementing library services. The position requires training and supervision of staff and volunteers.

Essential Functions:

While performing the duties of this job the library director provides service to library users, including becoming familiar with the interests and needs in order to help them find books and information. The job also requires some physical activity, including shelving of new and returned library materials.

Required Duties:

- The Director shall prepare, and present to the board for its approval, an annual written budget. The budget should be presented at the November Meeting. The proposed budget shall contain the previous year's proposed and actual income; the previous year's monies budgeted by categories; the proposed budget amounts by category; plus all anticipated needs and incomes for the coming year.
- The Director shall complete the State's Annual Report and present it to the Board at its January meeting.
- The Director shall attend Southern Tier Library Systems (STLS) meetings and workshops to acquire skills, and plan cooperate, and share resources with other System members.
- The Director must be able to use the Library software (training provided by STLS) to reserve materials for patrons; and fill online requests from patrons of other libraries.
- The Director shall evaluate, purchase, add and discard materials according to the Library's policies, using review sources, and patron recommendations.
- The Director is responsible for ordering office supplies as needed.
- The Director shall develop and implement pre-school programming; youth programming; and adult programming.
- The Director shall keep the library opened and staffed.
- The Director shall be responsible for training and supervising all library personnel.
- The Director shall be responsible for hiring of the Library's personnel.
- The Director shall assist library users in finding information and materials, including materials in the library, online databases, through Internet searching and through the informational and reference services provided by STLS and its' regional online catalog – STARCAT.
- The Director shall recommend changes or additions of library services to the Board.
- The Director shall administer all polices established by the Board.
- The Director collects and prepares research and develops Grants for library programs and services as appropriate and available.

- The Director shall aid with the public-relations program. The Director recommends and carries out public relations activities, including the writing of publicity materials (such as press releases and newsletters) and creates displays.
- The Director compiles data for all statistics (budget, circulation attendance, computer usage, etc.) and writes reports. This includes a monthly report to the Board, an annual report to the community and the annual report for the NYS Division of Library Development.
- The Director is to report the Library's current progress and future needs in the annual report to the community. The Report should be in the form of a news release and be presented to the Board at its' January meeting for review. The report should be submitted to the local newspapers. Copies should also be made available to the patrons of the library.
- The Director shall provide information to the public on Library policies and procedures.
- The Director shall see that all Board meetings are advertised to the public.
- The Director shall represent the Library at Village Board meetings.
- The Director shall represent the Library at community meetings seeking financial support of the Library.
- The Director represents the library at community and group meetings and events.
- The Director shall provide the advisory and guidance services to library users.
- The Director answers reference questions for the public and staff.
- The Director implements and/or enhances the library's automation project and services.
- The Director shall attend all Library Board of Trustee meetings.
- The Director shall recruit, train supervise and assign duties to all volunteers.
- The Director shall also be able to fulfill the Library Aide's duties.
- The Director works with the System (STLS) consultants to evaluate the effectiveness of library services in relations to the changing needs of the community, and keeps informed of developments in library services.

Performance, Knowledge, Skills, and Abilities:

- Ability and willingness to work hours and assignments as required by the Library Board;
- Ability and willingness to learn to troubleshoot computer problems;
- Ability to drive and possess a current driver's license;
- Ability to work within a confidential environment;
- Ability to produce and maintain accurate files and records;
- Ability to use and manage office equipment including a telephone system, fax machine, copier;
- Working knowledge of the written policies and procedures of the library;
- Willingness to acquire knowledge of library services, practices, and procedures;
- Ability to use current computer software and learn new technologies as they become available;
- Exhibit clarity of expression, both orally and in writing to groups and individuals;
- Working knowledge of applications of computer technology to library operations;
- Working knowledge of library organizations, procedures, aims and services (STLS)
- Knowledgeable about the library's current materials and their use;
- Ability to handle complaints in a respectful and fair manner;
- Ability to use tact, courtesy and enthusiasm in dealing with members of the staff and public;
- Ability to train, plan, coordinate and supervise the work of others; has leadership qualities

- Ability to do library research at a user level;
- Ability to lift up to 40 pounds on a frequent basis (e.g. to retrieve books from the outside book drop box, unload bags of interlibrary loan materials, carrying library materials and supplies, pack and store materials for book sales, assist patrons in the event of a building evacuation);
- Ability to motivate self and work independently;
- Ability to establish effective working relationships with community organizations;
- Ability to think critically to understand the needs of library patrons and prescribe information accordingly;
- Ability to function as a team member in planning and implementing library projects.