Library Director

The Board of Trustees of the Fulton Public Library is seeking an interim Library Director, starting in September 2024 and continuing for 6 to 8 months. Come enjoy the peace and tranquility of a small city. This position serves as manager of library operations and works closely with the Board of Trustees.

This is an administrative position involving responsibility for all library functions. The work involves carrying out board policy as determined by the library board. Direct supervision is exercised over the work of other library personnel.

Examples of Work:

- Evaluates the effectiveness of the library’s services in relation to the changing needs of the community.
- Recommends and administers personnel policies.
- Prepares preliminary budget estimates.
- Submits a budget to the library board.
- Plans the installation of new types of services.
- Directs and supervises the expenditures of library funds.
- Represents the library at community and group meetings.
- Recommends and administers public relations programs.
- Recommends and administers policies on the purchase of library materials.
- Attends professional meetings.
- Conducts staff meetings and manages personnel
- Keep informed of professional developments.
- Revises and corrects the work of professional and non professional personnel.
- Selects materials for acquisitions.
- Performs difficult and involved informational, reference, and referral services.
- Compiles book lists and bibliographies.
- Supervises the maintenance of buildings and grounds.
- Recommends repairs, alterations, and new construction.

The essential functions or duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Preferred Knowledges, Skills and Abilities

- Good knowledge of library techniques
- Good knowledge of library administrative practices
- Good knowledge of library materials
- Ability to carry out library policies
- Ability to comprehend users’ needs quickly and accurately
- Ability to train and supervise the library staff
- Ability to plan and coordinate the work of others
Ability to exercise leadership and motivate others
Ability to evaluate situations, meet people easily, and participate effectively in the cultural and intellectual activities of the community
Ability to express oneself clearly and concisely both orally and in writing
Initiative in making constructive suggestions for improvements in services and collections
Tact, courtesy, good judgment, good physical condition
Current knowledge of technology

Acceptable Training and Experiences

A master’s degree from a library school that is accredited by the American Library Association or registered by the New York State Education Department. Recent graduates encouraged to apply.

Hours:
35+ hours/week including a monthly meetings and evening board meeting

Salary Range:
$4,000 - $5,000 a month; commensurate with experience. This is a Civil Service position.

To Apply:
Send a letter of interest and resume to fullib@ncls.org
or
Fulton Public Library
Attention: Board of Trustees
160 South First Street
Fulton, NY 13069

Applications will be reviewed as received until the position is filled. Priority will be given to qualified candidates who apply by July 31, 2024