

Au Sable Forks Free Library

Job Description

(Revised June 2022)

Position Title: Library Director

Position Type: Part-time

Reports to: President of Au Sable Forks Free Library Board of Directors

Supervises: Library Staff, Volunteers

Position Overview:

The Library Director is responsible for the general operation of the library and maintaining a positive relationship with the community, library patrons, and the library Board of Directors while also serving as the direct supervisor of library staff and volunteers. The Director ensures proper maintenance of the physical plant and all library equipment, and develops and promotes programs for all ages. The Director is expected to attend meetings of the Library Board and present regular reports of important library activities, current progress and future needs while cooperating with the Board to plan and carry out library initiatives.

Responsibilities:

1. Utilize computerized library management system to order, classify and catalog all library materials (books, audios, DVDs and periodicals) to ensure library collection remains current.
2. Ensure proper check in/check out of all library materials and reshelving in a timely manner.
3. Identify and track overdue materials, notify patrons and request timely return, payment of fine, and/or replacement cost of item.
4. Monitor all library communication channels (email, phone, social media, website) and ensure patron requests and other inquiries are responded to professionally and in a timely manner.
5. Respond promptly to all directives from CEFLS and manage interlibrary loan materials according to CEFLS guidelines.
6. Record and analyze circulation trends and visitation to make recommendations to the Library Board for adjustment to library collection, programs, or policy as appropriate.
7. Prepare and forward all required reports to the CEFLS, Library Board and others as necessary, including the annual report to the State of New York Education Department.
8. Record and submit all revenues collected from fines, fees, dues and other sources to the Treasurer for deposit on a monthly basis.
9. Monitor available grant opportunities and bring any relevant grants or applications to the attention of the Library Board, and provide requested information to assist volunteer grant writers in preparing applications as needed.
10. Provide the Treasurer with requested financial information for preparation of financial reports to be submitted to the Library Board and others, and assist Library Board with preparation of the annual budget.
11. Produce and submit articles for the TRAILBLAZER (CEFLS Newsletter) and local media outlets, and create content for social media channels and library website.
12. Develop and administer programs for children and adults (e.g. children's story hour, summer reading program, etc.)

13. Communicate with library staff regularly and ensure staff held accountable and given feedback for completing assigned responsibilities.
14. Participate in annual review process with assistance of Board members.
15. Maintain a neat and attractive library, including an organized and well-functioning main desk, and inform Board of maintenance needs.
16. Maintain a professional atmosphere, including appropriate demeanor and dress for self and staff.
17. Assist patrons with computer use, and monitor patron computer sessions to ensure adherence to computer use policies.
18. Attend professional meetings and workshops.
19. Maintain competency in computer use to the degree necessary to perform established Library functions including familiarity with Microsoft Office, social media platforms, publishing software, library management software, and web publishing software.

Qualifications:

1. Associate's or Bachelor's degree preferred, or equivalent combination of education and experience.
2. Experience working or volunteering in a library preferred.
3. Demonstrated experience of administrative and leadership skills including, but not limited to, supervision, program planning and execution, community engagement, public relations, fiscal management and reporting.
4. Ability to lift and carry books up to ten pounds, to bend, crouch and reach to return books to shelves, and to sit or stand for extended periods of time.
5. Possession of visual acuity, hearing and verbal communication skills commensurate with Library duties.

Hours Per Week: Part-time, negotiable, 20 hours or less per week.

Salary & Benefits: Salary commensurate with experience, no benefits associated with position.

Contact: Please direct all questions about position vacancy to info@ausableforksfreelibrary.com.

How to Apply: Please forward cover letter, resume and 3 references to: info@ausableforksfreelibrary.com or Attn: Hiring Committee, Au Sable Forks Free Library, P.O. Box 179, Au Sable Forks, NY 12912

Application Deadline: July 15 or until position filled.