Job Title: Library Director  
Job Category: Full-Time Salaried  
Pay Range: To be negotiated with Library Board of Trustees  
Job Description: The Library Director is hired by the Board of Trustees to manage the library in a manner consistent with established policies and regulation of the New York State Department of Education.  
Benefits: The Library Director is eligible for the following paid leaves: 20 days of vacation, library holidays, and 3 days of personal leave. All employees are eligible for the following paid leaves annually: 1 week of sick leave, 3 days of jury service, and 3 days of bereavement leave, based on the number of hours normally worked in a week. These benefits and other forms of leave are described fully in the Employee Handbook.  

The Library Director has the following duties:  

- Administers policies developed by the Board of Trustees relating to such matters as personnel, material selection, and library management. Suggests to the Board of Trustees policies for development in these areas.  
- Provides input to the Board of Trustees for long-range planning. Participates in the planning process by writing an annual plan to support the strategic plan.  
- Contributes to the preparation of the library budget.  
- Works with library committees as established by the Board of Trustees.  
- Keeps the necessary records to compile and report statistics and other information for the Board of Trustees, local government, and local and state library systems.  
- Hires and dismisses all staff.  
- Trains and supervises the library staff and volunteers on the basis of job descriptions prepared by the library Director for their specific tasks.  
- Selects, orders, and arranges for the processing of library materials for the library to reflect community needs. Keeps the Board of Trustees current on the state of encumbrance of allocation for library materials.  
- Maintains efficient and orderly office and library procedures, files, and records.  
- Verifies receipt of ordered materials and supplies. Approves payment of invoices after reviewing accuracy of pricing.  
- Supervises the upkeep of the building and grounds in cooperation with the Board of Trustees.  
- Acts as liaison between professional organizations and the library, e.g. Onondaga County Public Library and other libraries.  
- Attends professional library meetings, conferences, and workshops. Reports to the Board how information obtained can be utilized to our advantage.  
- Serves as a resource person for reference and information transfer to and from other agencies.  
- Acts as the library’s public relations representative in the community and speaks outside of the library to community groups.  
- Helps in getting exhibits, speakers, activities, and programs for the library. Encourages and initiates community use of the library.  
- Periodically reviews and updates job descriptions of library staff with the Board of Trustees.  
- Periodically evaluates job performance of library staff.  
- Reports to the Board of Trustees and shall be reviewed annually by an appointed committee.  

Qualifications:  
The successful applicant will have a Master’s Degree in Library Science from an ALA-accredited institution and previous experience as a librarian in a public library including supervisory
Experience. Experience with computer technology and electronic resources are required. Excellent interpersonal and communication skills are a must. Fundraising and grant writing experience are a plus.

**Compensation:**
This is a full-time (35 hours/week), salaried position requiring the director to adapt to a flexible work schedule for events, programs, and meetings that involve some evening and weekends. Salary level will be commensurate with qualifications and experience.

**To apply:**
Please send cover letter, resume, and a minimum of three references electronically to Lucille@adorante.com. Review of applications will begin March 23.