The Dutton S. Peterson Memorial Library Director is the library’s chief executive and is responsible for daily operations, project implementations, procedure development, Board-approved policy enactment, as well as for providing the guiding direction and vision for the library’s future.

**Primary Responsibilities:**

**Operations**
- Has direct responsibility for the administration of the library within the framework of the library’s board's plan, policies, and budget
- Carries out policy as determined by the library board.
- Recommends and administers policies on the purchase of library materials
- Factors in book reviews and patron borrowing trends when selecting new material for acquisition
- Conducts inventory and the weeding of books in order to maintain and improve library collections
- Explains use of the online catalog and book shelving arrangements to the library patrons
- Recommends and establishes procedures for user registration and library material checkout and return
- Performs electronic interlibrary loan requests
- Arranges for printing of necessary forms, bookmarks, etc.
- Monitors library facilities and recommends maintenance needs

**Management and Planning**
- Trains new volunteers as well as staff, should that situation arise
- Prepares for and supervises orderly shelving of new and returned materials
- Plans the installation of new and approved types of services and programming
- Maintains files and records
- Directs and supervises the expenditure of approved funds
- Keeps informed of and manages application for possible grant opportunities available to the library

**Library Promotion and Community Outreach**
- Becomes familiar with patron interests and needs in order to help find materials of interest and use
- Evaluates effectiveness of the library's services in relation to the changing need of the community
- Prepares library displays and exhibits; assists with library media promotions
- Assists with fundraising efforts and events
- Conducts necessary correspondence
- Represents library board at community and group meetings as required

**Board and Sponsor Interaction**
- Attends monthly board meetings
- Recommends essential library services and policies to the board
- Provides feedback on and advice regarding board proposals
- Compiles and provides statistics for annual report and other board uses
- Liaise with the library’s sponsoring organization – the Village of Odessa
- Prepares preliminary annual budget based on present and anticipated revenues and needs
Knowledge, Skills, & Abilities:

- Demonstration of good oral and written communication
- Attends professional meetings and workshops to increase efficiency and to improve library services
- Keeps informed of developments in library science
- Interested in continual professional improvement
- Proficiency in hardware, software and web-based technology, including, but not limited to: PCs, laptops, portable devices, Microsoft Office, Internet browsing/searching and social media platforms
- Commitment to community improvement and engagement through public library services

Minimum Qualifications:

- Demonstrated organizational or project management experience
- Experience working with community members and community organizations
- Associate degree or two years post-secondary education at an approved college or university

Desirable Qualifications:

- Experience with administration and management of staff in a library environment
- Experience with the SirsiDynix Workflows circulation desk software application
- Experience with administration and management of web and Facebook pages

Examples of Involved Activities:

- Helping library patrons with general library needs
- Checking library materials in and out, including procuring material from other library systems
- Training library staff and/or volunteers on library operations
- Working with library staff and/or volunteers to coordinate library programs for all ages
- Purchasing library materials including books, magazines, DVD’s, CD’s and digital materials
- Building library displays to promote usage of library materials and services
- Ensuring library website and social media accounts are maintained
- Keeping current on trends and best practices in public libraries
- Participating in Southern Tier Library System training and meetings for library directors
- Speaking with community members and presenting on library projects in public
- Promoting library services, programs and projects through traditional and social media
- Working with local community groups and businesses to promote library initiatives
- Completing local and regional grant applications to help fund library projects
- Assisting library Board or Friends group with fundraising efforts
- Interviewing and hiring contractors to maintain library building facilities
- Attending Board Meetings to report on operations and assist with policies and planning
- Coordinating annual budget vote with School District or Town officials
- Filing annual library report to New York State Library
Additional Work Demands:

- Ability to work in an environment subject to continuous interruptions
- Ability to work under stress from deadlines, public contact, and changes in environment
- Ability to view a computer monitor and/or operate a keyboard for long periods of time
- Ability to file books, files, reports, etc. on shelves ranging from 1 to 7 feet from the floor
- Ability to move and/or lift materials up to 25 pounds
- Regularly required to stand, walk, bend, kneel, crawl, reach, climb, balance, and sit
- Regularly required to talk and/or hear; use hands to operate objects, tools, and controls; and reach with hands and arms
- Vision and hearing at or correctable to "normal ranges"
- Ability to read printed materials and information on computer screens
- Ability to work flexible hours
- Ability to travel to attend meetings both inside and outside of library community

Reasonable accommodations may be made in order to enable qualified individuals to perform the preceding work demands.

The Library Director reports to the Library Board of Trustees, is subject to a 6-month probationary period and annual review thereafter based on the expectations outlined in the Library Director Job Description.

The ideal start date for this position is May 18th, 2020.

Resumes must be received by April 10, 2020 and may be emailed to:

parkerj@stls.org

or mailed to:

Dutton S. Peterson Memorial Library
Search Committee
P.O. Box 46
Odessa, NY 14869