

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