

The Sharon Springs Free Library is seeking a director. We are open 34 hours a week with 2 support staff, allowing for flexible hours. Minimum qualifications are an Associate's Degree with related experience, along with both people and computer skills. Hourly wage is between \$18-\$20/hour. Send cover letter, resume and 2 references to SHS@MVLS.info with subject line of Library Director Job Posting or mail to Sharon Springs Free Library, P.O. Box 268, Sharon Springs, NY 13459 Attn: Library Director. Resume due by Monday December 4th.

Job Description – Library Director

I. The Director of the Sharon Springs Free Library is responsible for implementation of the Policies and Procedures established by the Board of Trustees and for the day to day operation of the Library.

II. Duties

A. Patron Services

1. Ensure that all staff provide service with a smile and treat all patrons with equal respect.
2. Assist patrons in locating information
3. Assist with and process patron requests for materials from other sources
4. Check books and other materials out/in and shelve books and materials accurately
5. Ensure the Library is neat and orderly
6. Maintain a quiet, pleasant atmosphere which permits patrons to use the Library facilities without interference

B. Administrative Tasks

1. Library Management

- a. Oversee routine Library daily business
- b. Organize and/or administer adult and youth programs
- c. Oversee maintenance and operation of electronic equipment
- d. Monitor careful use of all electronic equipment
- e. Manage and monitor use of the Community Room
- f. Interact with other building offices
- g. Determine and communicate emergency closures and/or temporary schedule changes
- h. Respond to local/state/federal requirements in cases of emergencies

2. Communication/Correspondence

- a. Collect and sort mail
- b. Take action on communication within scope of responsibility
- c. Refer communications to appropriate Board members for action or coordination if necessary
- d. Write weekly Times Journal column
- e. Write monthly Director's Reports
- f. Prepare news releases as needed
- g. Communicate MVLS/State notices to the Board
- h. Post information regarding hours, programs, etc. (physically and virtually)
- i. Process Overdue Reports

3. Material and Shelf Management
 - a. Order and process all library materials according to Board guidelines and budget allowances
 - b. Select and process MVLS Rotating Collections
 - c. Supervise processing system circulation bins
 - d. Supervise “weeding” of collections
 - e. Provide for repair or replacement of books, as needed
4. Record Keeping
 - a. Keep records as needed for monthly/annual reports
 - b. Keep records to fulfill any grant requirements
 - c. Keep records of daily statistics as needed
 - d. Keep time sheets required by Personnel Policy
5. Filing System
 - a. Maintain files necessary to routine operation of the Library
 - b. Maintain official Policy and Procedure Manuals
6. Reports
 - a. Prepare New York State Annual Report
 - b. Prepare annual report to the Board of Trustees
 - c. Prepare monthly Director’s Report
 - d. Prepare reports as required by NYS for grants, special programs and as requested by the Board of Trustees
7. Supervision of Personnel
 - a. Train and supervise library and cleaning staff
 - b. Recruit, train and supervise volunteers as needed
 - c. Ensure all employees and volunteers present an appropriate professional appearance when on duty
 - d. Evaluate performance of staff

III. Relationship to the Board of Trustees

A. Board Meetings

1. Attend Library Board meetings and provide the Director’s Report
2. Provide input on matters coming before the Board
3. Present the Board with suggestions for new policies or changes to existing policies

B. Committee Membership

1. Act as a member of the Budget Committee on matters not related to salary
2. May serve as a committee member on any appropriate committee at the request of the Board

C. Performance Evaluation – Participate in the Performance Evaluation of the Director done in December of each year.