

Position:

Library Director, Stony Creek Free Library

Supervisor:

Stony Creek Free Library Board of Trustees

Job Description:

To operate the Stony Creek Free Library, offering full range of materials, services, and programs useful to the community, and to assure the library is operating in compliance with State accreditation standards. Organize, direct, control, and promote the activities of the Stony Creek Free Library. The Library Director provides leadership and serves as the library's primary public representative. The Library Director is expected to represent the library with in the community, develop programs, develop material collections, provide budgeting information, manage staff and volunteers, manage the library facility and report to the Board of Trustees.

Job Goal:

To expand existing programs that the library provides. To help with the new vision of the library and keep our library current.

Job Duties:

- Position requires a maximum of 20 hours a week
- Plans, organizes and manages the services of the Stony Creek Free Library; establishes goals and measures accomplishments against recognized standards.
- Representing the library to the public and professional organizations
- Maintains current knowledge of new developments in the library field
- Attending pertinent SALS training and meetings
- Hiring, overseeing, training, and evaluating personal
- Manages communication; written, oral and digital, ie: Facebook, webpage
- Prepares grant applications and seeks funding for operational and improvement programs.
- Supervises the maintenance and housekeeping of the library
- Assists patrons with locating materials and answering questions
- Deal tactfully and courteously with public of all age levels, providing their needs in a timely manner.
- Develops library collections in response to the community's needs
- Participates in fundraising events
- Attends all regular Board of Trustee meetings. (Library Director does not have a vote in the board decisions
- Other duties as directed by the Board of Trustees

Job Education and Experience:

- Associates Degree or higher, Library Science preferred
- One to Two years of general Library experience helpfull