

MAXWELL MEMORIAL LIBRARY

14 Genesee Street, Camillus, NY 13031 Phone: (315) 672-3661

Web: www.maxwellmemoriallibrary.org E-mail: maxmemlib@yahoo.com

About the position:

Maxwell Memorial Library, located in the village of Camillus, New York, is seeking to hire a full-time, salaried Library Director. The Library's Board of Trustees is looking for a friendly, dynamic, innovative, and a forward-thinking leader committed to shared decision making who will inspire and empower a creative, dedicated, and enthusiastic staff.

Major duties include but not limited to:

- Work in partnership with the Board of Trustees to develop and implement the Library's strategic plan.
- Maintain and administer policies and procedures developed in conjunction with and approved by the Board of Trustees relating to matters including personnel, library management, records, and material selection.
- Contribute to the preparation of the library budget.
- Lead and supervise the day-to-day management of the library staff, facilities, building and grounds, and collections.
- Oversee day-to-day receipt of acquired services, materials, and supplies; approve payment of invoices.
- Compile and maintain library records and statistics; prepare administrative reports and statistical summaries for the Board of Trustees and local and state library systems.
- Prepare monthly reports to be presented to the Board of Trustees to include financial statements, library statistics, and summary of the Director's activities and projects.
- Work in partnership with the Library Board's standing committees.
- Manage the processing of library materials and collection to reflect patron needs.
- Develop and manage print and non-print collections, including selection and acquisition, contract negotiation, organization, maintenance, preservation, withdrawal and disposal of materials.
- Initiate and coordinate exhibits, speakers, activities and programs for the library that add value to the community and chartered service population.
- Seek grant opportunities that may benefit the library, write grant applications, and administer grant funds.
- Act as the library's public relations representative in the community. Represent Maxwell Library at community events.
- Develop and direct public relations programs, subject to Board approval, to promote and publicize the library's collections, services and programs.
- Act as liaison between professional organizations and Maxwell Library, e.g. Onondaga County Public Libraries and other libraries.
- Attend professional library meetings, conferences, and workshops on behalf of Maxwell Library.

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 a must. Fundraising and grant writing experience a plus.

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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 evenings 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 maxmemlibrary@gmail.com. Review of applications will continue until the position is filled.