

West Hurley Public Library

Position Description

Library Director

General

The Library Director oversees all the operations of the library. This is a salaried, professional position. The work week is thirty-eight hours minimum (thirty-four open library hours with an additional four hours as best applied). The Board of Trustees recognizes that managing the library requires flexibility, and at times adjustments to hours may be appropriate to average seventy-six hours per bi-weekly pay period.

As per Civil Service Law, exams will be taken as required.

The Library Director will perform administrative and technical duties as required by Library policy and directive of the Board of Trustees and shall supervise the work of the staff and volunteers.

Responsibilities

I. Professional

- a. Manage the day to day operations and administration of the Library including, but not limited to:
 - i. Selection and ordering of all books, magazines, audio-visual materials, reference material and other circulation.
 - ii. Recommend and administer approved policies on purchase of library materials.
 - iii. Maintain circulation statistics as required.
- b. Keep up to date on developments within the profession and inform Board as appropriate.
- c. Perform/supervise cataloging and classification of materials.
- d. Provide and supervise reference assistance to library patrons, including advanced reference work.
- e. Attend professional meetings and workshops and present brief report to Trustees at monthly board meetings.
- f. Attend committee meetings of the Board as requested.
- g. Examine, classify and select all book and material donations promptly.

II. Managerial and Administrative

- a. Personnel
 - i. Supervise and administer all personnel, both paid and volunteer.
 - ii. Provide bookkeeping service with staff's hours for payroll purposes.
 - iii. Conduct meetings and training of all personnel.
 - iv. Maintain (and augment) a list of qualified adult volunteers as substitutes for Library Director's and staff's absences.
 - v. Recommend appointments, transfers, promotions, and dismissals of staff to the Personnel Chairperson to be relayed to the Board.
 - vi. Be present in the library during designated open hours; ensure adequate coverage if this is not possible.

- b. Financial
 - i. Prepare vouchers for invoices that fall under library operations (circulation, supplies, etc.) as required by Treasurer and Finance Committee.
 - ii. Monitor budget expenses and recommend steps to cut expenses when and where necessary.
 - iii. Prepare preliminary budget estimates and submit to the Finance Committee at the beginning of the annual budget preparation (April-May).
 - iv. Recommend to the Board applications for appropriate grants.
 - v. Help in preparation and presentation of information as needed to secure additional funding.
 - c. Public Relations and Liaison
 - i. Recommend and administer public relations programs.
 - ii. Recommend library participation at community and group meetings, being the Library's representative at those deemed appropriate.
 - iii. Represent the Library's interest in and to the Mid-Hudson Library System.
 - iv. Recommend material to be included in newsletters and annual report to the community and assist Community Relations Committee in preparation.
 - d. Physical Plant
 - i. Monitor maintenance of grounds and building.
 - ii. Recommend repairs, alterations and new construction to the Building Committee.
 - iii. Maintain library equipment (computer, copier, typewriter, etc.).
 - e. Programs and Services
 - i. Evaluate the effectiveness of library services to the community in close cooperation with the Board.
 - ii. Recommend necessary services to the Board.
 - iii. Develop and promote special programs (e.g. story hours, etc.).
 - f. Services to the Board of Trustees
 - i. Prepare and keep timely a calendar advising the Board of events, activities and other items of which they should be aware.
 - ii. Make available to Board members materials and information need to effectively carry out their responsibilities.
 - iii. Assume any other responsibilities set forth by the Board in Library policies as they arise.
- III. Holidays, Sick & Personal Days, Vacation
- a. The Director will receive 10 paid holidays per year. These will consist of those days which the library is closed during its normal operation and the balance as floating holidays. Holidays are non-cumulative.
 - b. For the first year of employment, the Director will receive a one week paid vacation. For the second through fifth years of employment the Director will receive two weeks paid vacation. After five years, the Director will

receive three weeks paid vacation. Vacation days must be taken within the year that they are received.

- c. The Director is allowed five sick days per year and five personal days per year. These days are non-cumulative.

The Personnel Chairperson must be notified in advance of floating holidays and vacation days, and if at all possible, personal days that will be taken by the Director. The Director will make sure that there is adequate staff coverage for these days and post a schedule for the staff and the Board in the Library office. In the event that the Director has to take a sick day, he/she will do his/her best to make sure that the Library is staffed for its full open hours with regular staff, substitutes or volunteers; if this is not possible, the Personnel Chairperson or President is to be notified. The Director will make note of any days taken off on weekly timesheets and identify them by category.