

The Wallkill Public Library is seeking candidates for a full-time Director. This special district library is located in Wallkill, NY, a small hamlet in the Town of Shawangunk. It serves a population of 8,036 and is a member of the Ramapo Catskill Library System.

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position has overall charge of a library with a moderately complex organizational pattern, while also taking an active part in the provision of professional library services. The Director supervises a primarily para-professional and clerical staff. Work involves carrying out broad policies performed under the general direction of the Library Board of Trustees.

**RESPONSIBILITIES AND WORK ACTIVITIES:** The following job description is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude the Library Board from assigning activities not listed which could reasonably be expected to be performed by a Library Director.

1. Supervises the maintenance of library property and recommends repairs, alterations and new construction;
2. Develops the library budget and supervises the expenditures of library funds and the collection of library revenues and obtains and administers grants; works with the bookkeeper for monthly financial reporting to the Board of Trustees;
3. Develops and evaluates the plans for library services; oversees and/or implements programs and services for patrons of all ages in collaboration with library staff and volunteers; regularly evaluates the effectiveness of the library's services and programs in relation to the changing needs of the community;
4. Prepares state, local, and other statistical or narrative reports as requested or as required, and for Board of Trustee review;
5. Works with the Board of Trustees to develop policies and procedures for the operation of the library;
6. Administers personnel policies; recruits; oversees personnel training; recommends appointments, transfers, promotions, dismissals and staffing patterns of personnel;
7. Conducts regular staff meetings and supports the continued training and development of library staff members;
8. Represents the library before governmental agencies and community groups in seeking financial resources for the library;
9. Performs and oversees collection development; administering the purchase and selection of library materials;

10. Performs online database searches and search training;
11. Provides reference and reader's advisory services to library users;
12. Designs, produces, and/or administers public relations programs;
13. Keeps informed of professional developments through attendance at and participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
14. Supervises and promotes technological advancement; develops and administers a library technology plan; oversees and evaluates library technologic resources; stays apprised of new and emerging technologies; trains staff on incoming new technology;
15. Does related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Possesses exceptional interpersonal, written and oral communication skills; Exercises considerable professional skill, initiative and good judgment, and the ability to establish effective working relationships with staff, volunteers, the public and the Library Board to promote the library as an integral and vital component of the wider community; Strong computer skills: knowledge of databases, spreadsheet and word processing software, and library system software; Fluency with current and emerging technologies and their application(s) in a library setting; Thorough knowledge of library administration practices; Thorough knowledge of modern principles and practices of library science; Thorough knowledge of library materials and collection development issues.

**MINIMUM QUALIFICATIONS:** A Master's degree in Library Science or Library and Information Science from a school that is accredited by the American Library Association or recognized by the N.Y.S. Education Department as following acceptable education practices. The successful applicant must also have experience developing and administering a budget; experience finding, securing, and administering grants; experience overseeing building construction; and three or more years of progressively responsible professional library experience, one year of which must have been in a supervisory or administrative capacity. The ideal candidate will have three or more years of experience as a library director.

**SPECIAL REQUIREMENT:** Eligibility for a New York State public librarian's professional certificate at the time of application. Possession of certificate at time of appointment.

**COMPENSATION:** Starting salary will be \$60,000-\$70,000, commensurate with experience.

**APPLICATIONS:** Applications accepted until Feb. 10, 2024. To apply, submit a cover letter, resume and at least two professional references by email to Wallkill Public Library Board

President Todd Craner ([walkilltrustee13@gmail.com](mailto:walkilltrustee13@gmail.com)) and trustee Susan Burhans-Haldeman ([walkilltrustee3@gmail.com](mailto:walkilltrustee3@gmail.com)). No phone calls, please.