

Lake Placid Public Library
Library Director Position

The Lake Placid Public Library seeks an engaging and community-minded Library Director. This is a Competitive Civil Service position, working a full-time schedule of 35 hours per week.

Lake Placid Public Library:

Lake Placid Public Library is a school district public library that serves the town of North Elba/Village of Lake Placid and surrounding areas. Located in Essex County on Main Street overlooking Mirror Lake, the Library serves as a public haven for locals and visitors alike. The Lake Placid Public Library is part of the Clinton, Essex, Franklin Library System, consisting of 33 member libraries. The library's mission is to be a focal point of our community which provides educational, informational, cultural, and recreational material for all.

Salary Range: \$50,000-\$55,000, based upon qualifications.

Benefits: Health insurance, paid vacation, sick days, personal time, paid holidays, NYS Retirement, NYS statutory disability and paid family leave

Distinguishing Features of the Class:

An incumbent in this position has overall charge of the library while also taking an active part in the provision of professional library services. The position includes supervision of clerical staff as well as time spent in professional library service activities. Work involves carrying out broad policy as determined by the Library Board of Trustees. Does related work as required.

Essential Duties and Responsibilities:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Responsible for the submission and administration of departmental budget; reviews bills; prepares warrants for submission to the Board of Trustees; provides monthly budget reports for the Board of Trustees; keeps financial records under the supervision of the Treasurer, identifies, writes, and administers grants;
- Works with the Board of Trustees to develop new services, programs, policies, and procedures; makes recommendations for improvements; attends Board meetings; implements Board policies; reports on challenging situations;
- Responsible for recruitment, supervising, evaluation and training of personnel; identifies and facilitates continuing education opportunities;
- Administers personnel policies, recommends appointments, promotions, dismissal and staffing patterns of personnel;

- Represents the library before governmental agencies and community groups in seeking financial resources for the library;
- Supervises the maintenance of library property and recommends repairs, alterations and new construction;
- Responsible for collection development, including selection of materials and weeding of collection; maintaining archives; being current with knowledge of review sources, trends, patron requests and other sources of information; providing guidance to other staff relative to specific collections;
- Prepares required local, state and federal reports including Annual Report of Libraries to the New York State Education Department and Horizon reports;
- Works with other organizations and attends community events to promote the love of reading and use of library and its resources;
- Participates in the local library system and directors meetings: CEFCAT/CEFDA;
- Performs on-line database searches and search training;
- Provides reference and reader advisory services to library users;
- Recommends and administers public relations programs;
- Coordinates library program operations with municipal departments providing support services in areas such as personnel, legal, financial, public works and data processing;
- Keeps informed of professional developments through attendance at and participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;

Supervision and Leadership:

Works under the policy direction of the Lake Placid Library Board of Trustees; work is evaluated for overall effectiveness and accomplishment of goals; the employee independently plans and conducts library programs, in accordance with approved policies and budgets; duties require the exercise of leadership, independent judgment, and initiative in planning and overseeing the administration of the town's public library and the development and delivery of library services.

Supervises 3 full-time staff, 2 part-time staff, cleaners, subcontractors, and various volunteers.

Knowledge and Skills:

The items listed below are indicative of the knowledge and skills required for this position:

- Thorough knowledge of library administration practices as well as modern library organizations, procedures, policies, aims and services;
- Thorough knowledge of the applications of computer technology to library operations and the modern principles and practices of library science;

- Thorough knowledge of library materials and collection development issues;
- Ability to carry out library policies and procedures;
- Ability to train and supervise library staff;
- Foster an effective, empowered environment for staff, creating a positive work environment;
- Ability to read and comprehend library research;
- Ability to interpret and respond to user's needs quickly and accurately and prescribe information or materials accordingly;
- Ability to express ideas clearly and effectively both orally and in writing to groups and individuals;
- Desire to learn and gain new skills with an interest in continual professional development;
- Show a keen interest in building community relationships to promote outreach and a robust and visible library presence

Minimum Qualifications:

A Bachelor's Degree in Library Science from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices; or other such related Education field and 3 years of library experience, one year of which must be supervisory or administrative. This position is subject to Civil Service requirements.

Work Environment and Physical Requirements:

Work is performed under typical library conditions; work flow varies according to various deadlines and cycles; additional hours may be required; the employee is on call to respond to emergency situations.

Minimal physical effort is required to perform administrative duties; the employee is frequently required to stand, walk, sit, speak, hear, and use hands to operate equipment. The employee lifts and moves boxes of books, equipment and furniture. Vision requirements include the ability to read and analyze documents and use a computer.

To Apply:

Please submit resume with cover letter supporting experience and qualifications, as well as references and a Civil Service application for employment, as a single Word or PDF document by email to librarian@lakeplacidlibrary.org. Response may also be received by U.S. Postal Service if an electronic medium is not available. No calls or in-person applications please. The application will be open until the position is filled.