



Position Title: Library Director
Location: Avon Free Library, Avon, NY
Salary: \$50,000 - \$58,000 annually commensurate with experience
Posted Date: November 8, 2022
Apply By: November 28, 2022 by sending cover letter and resume to ptirrell@saunders.rit.edu with the subject "Avon Free Library"

Job Description

Located 20 minutes south of Rochester, Avon is a rural community of over 7,000 residents and, since its founding in 1914, the Avon Free Library has been an integral part of that community. Located in the historic Barber Memorial Building for nearly 100 years, the Avon Free Library is far more than a lending library. Its central location and recent enhancements have made it an ideal meeting place for community groups, students and their tutors, parents with young children looking to connect with other families, and regularly plays host to children's story hours, adult crafting events, book discussion groups, and an annual summer literacy program. The Avon Free Library is an essential part of our community and our Library Director its leader and public face.

The Board of Trustees of the Avon Free Library now seeks a new Library Director. Our ideal candidate will work closely with the Board to craft and implement policies, foster relationships with our municipal partners, the Avon Central School District, and community service organizations, and partner with the Pioneer Library System and its member libraries, all with the goal of better serving the changing needs of our patrons. Our new Director must be ready to guide the Library through the long range planning process, oversee upcoming renovation projects, and identify new trends in library services to provide to our patrons.

The principal duties and responsibilities of the Library Director include:

A. Administration of Library Collections and Services

- 1) Plan, supervise and evaluate delivery of Library collections and services.
- 2) Participate in the development of long-range plans responding to the changing needs of the community.
- 3) Develop and recommend policies and policy revision; interpret and implement Board approved policies.
- 4) Maintain statistical records and prepare statistical and narrative reports to meet the needs and requirements of New York State, the Library Board, funding agencies and patrons.
- 5) Set materials budget; oversee all collection development/management activities.
- 6) Represent the Avon Free Library at Pioneer Library System meetings.
- 7) Keep the Library Board fully and accurately advised of all facets of Library operations, prepare monthly board reports, and attend Board and Committee meetings.
- 8) Assist and guide local volunteer groups (e.g., Friends of the Avon Free Library) with Library promotion, fund raising and enhancement of services.

- 9) Oversee the design and production of public relations and library instruction materials; oversee web site development and ensure its currency.
- 10) In conjunction with the Library Board President, organize and conduct orientation of new Library Trustees.
- 11) Inform and advise the Library Board as to local, regional, state and national development in the library field; participate in professional organizations and attend meetings, workshops and continuing education courses to keep current in library science.
- 12) Oversee the development of programs that address patron requests and promote community participation and use of library resources.

B. Personnel Management

- 1) Administer personnel policies and maintain personnel records
- 2) Prepare and revise job descriptions as needed, interview candidates and recommend personnel changes to the Library Board.
- 3) Conduct regular staff meetings; supervise staff; effectively delegate responsibilities; provide leadership to the staff
- 4) Prepare performance evaluations
- 5) Coordinate continuing education opportunities for library staff
- 6) Staff service desks as needed.

C. Financial Development

- 1) Assist the Library Board treasurer in formulating the annual budget
- 2) Monitor Library funds according to the guidelines established by the Library Board
- 3) Develop and execute fund raising plans in conjunction with the Library Board
- 4) Identify opportunities to enhance library resources; seek funding sources including grant opportunities, and submit proposals
- 5) Cultivate relations with prospective funders and donors

D. Facility Management

- 1) Supervise the maintenance of Library property and equipment; recommend repairs and renovations
- 2) Oversee the work of custodial staff or contractors and the care and maintenance of the library building and grounds
- 3) Regularly review building needs and advise the Library Board in its planning for future development

E. Community Relations and Outreach

- 1) Represent the Library and its interests at the local, regional and state levels; develop strong working relations with patrons and other community organizations
- 2) Conduct presentations to local organizations and groups on Library collections and services
- 3) Publicize Library activities and achievements through press releases and the Library website/ social media.

Additionally, our ideal Library Director candidate should have:

- 1) General knowledge of library administrative practice including personnel and financial management
- 2) General knowledge of modern library organization, procedures, policies, aims and services

- 3) General knowledge of laws and regulations for New York State Libraries
- 4) Through knowledge of the application of computer technology and social media to library services
- 5) Ability to effectively communicate ideas and information in both verbal and written form
- 6) Consistently demonstrate professional demeanor that promotes confidence from staff, Board and the community
- 7) Knowledge of public library philosophy and principles, to allow effective recommendations and sound decision making when faced with a wide range of circumstances
- 8) Strong customer service skills and ability to promote positive customer services philosophy
- 9) Ability to work effectively with community organizations
- 10) Respect for the diversity of staff and patrons
- 11) Ability to handle confidential matters in a discreet manner
- 12) Willingness to work evenings and weekend hours and travel to meetings when necessary
- 13) Valid driver's license

Qualifications of our Library Director candidates are as follows:

- A Master's Degree in Library Science from an American Library Association (ALA) accredited library school preferred but not required
- Demonstrated experience in the management of a public library
- Demonstrated technical proficiency consistent with current business and public library requirements
- Demonstrated ability to use information technology and knowledge to benefit the Library and its patrons.

Terms of Employment:

This is a permanent twelve-month salaried position with a six-month probationary period. Benefits include paid time off and optional IRA.

Salary will be established by the Board of Trustees based on candidates' qualifications and experience. Salary is anticipated in the range of \$50,000 - \$58,000.

Performance of this position will be evaluated by the Library Board in accordance with the Avon Free Library's Staff Policies.

Application Instructions:

Deadline to apply is November 28, 2022.

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