

# Library Director - Catskill Public Library

Catskill Public Library

1 Franklin St.

Catskill, NY 12414

Palenville Branch

3303 NY-23A,

Palenville, NY 12463

The Catskill Public Library, with its branch in Palenville, is seeking applicants for the position of Library Director. Our Catskill building is housed in a 1901 Carnegie Building in the village of Catskill, home to the Thomas Cole National Historic Site. Our Palenville Branch is located in Palenville, NY, known for being the first art colony in the USA. We are a School District Public Library, currently with an annual operating budget of \$1,017,604.

The successful candidate will hold a Masters of Library Science or a Masters of Library and Information Science from an ALA-accredited program. This position is Civil Service Library Director I or II (dependent upon experience) with four to six years of experience as a librarian, several of these in administration/management. Your experience should include a broad background in management, administration and human resources, operations, fundraising, and finance, as well as a thorough knowledge of library services, collection development, and operations.

The ideal candidate will welcome the challenge of guiding the library through a strategic planning process, embracing principles of diversity, equity, inclusion, and access. We are seeking a director committed to expanding the role of the library in our community and effecting positive change through collaborative programming with Catskill's many cultural and civic organizations.

This is a Provisional Civil Service Position. The complete Civil Service job description will be given to you during your interview, and is available any time on request.

In addition to the above, the candidate should have a demonstrated interest in professional development through workshops, conferences, and participation in continuing education.

#### Essential Responsibilities:

- Manage Staff by selecting, training, supervising and evaluating, fostering a team environment
- Supervise all library services, operations, activities, programs and outreach
- Oversee the development of the Library's collection with a focus on community input
- Oversee and control the expenditures of funds according to approved Financial Policies
- Keep up-to-date with new technology in order to monitor and enhance library services
- Prepare annual reports for the state and community, and an analysis of same to define areas of strength and weakness

#### Programs & Outreach:

- Work with Community Organizations to find and serve our residents
- Grant writing to achieve these goals
- Collaborate with our community to develop year-round library events and programs
- Supervise (pre-release) public relations and marketing materials

#### Board of Trustees:

- Work closely with our Trustees and community members on committees and projects, especially in the development and implementation of short and long-range planning.
- Review current policies and make recommendations for change to the Trustees
- Prepare and present to the Trustees the annual budget
- Prepare reports and participate in monthly Trustee meetings

#### Essential Traits:

- The ability to create a welcoming environment for our patrons, recognizing that each building has its own individual style and needs
- Excellent oral and written communication skills
- A willingness to continually reach out to the community, asking what is needed from the Library and how we can fulfill those needs

- Proficiency with social media, Sierra software, internet, and digital communications.
- A “Yes we can” attitude, with a strong emphasis on staff team building

Starting salary will be commensurate with experience. Individual health, vision, and dental insurance, participation in the NYSLR retirement program, and generous vacation, personal and sick leave allowance are included.

As an equal opportunity employer, all qualified applications will be considered.

TO APPLY: Send a letter of interest and resume to Helene Tieger, President, Board of Trustees, Catskill Public Library, via email [trusteetieger@catskillpubliclibrary.org](mailto:trusteetieger@catskillpubliclibrary.org).