



Position Title: Library Director
Location: Livonia Public Library, Livonia, NY
Salary: \$56,000 - \$60,000 annually commensurate with experience
Posted Date: November 8, 2022
Apply By: November 18, 2022 by sending cover letter and resume to christinecruso@gmail.com

Job Description

Located 30 minutes south of Rochester, Livonia is a rural community of over 7,500 residents and, since its founding in 1916, the Livonia Public Library has been an integral part of that community. The Livonia Public Library is far more than a lending library. Its central location and recent expansion 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 Livonia Public Library is an essential part of our community and our Library Director its leader and public face.

The Board of Trustees of the Livonia Public 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 Livonia Town Board, and community service organizations, and partner with the OWWL 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 and identify new trends in library services to provide to our patrons.

The principal duties and responsibilities of the Library Director include:

1. Supervises all staff either directly or indirectly and coordinates their work, working schedule, facilitates regular staff meetings, and oversees and conducts staff performance evaluations.
2. Recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel.
3. Directs the planning and organization of all programs and services for the Library, evaluates the effectiveness of programs and services, and adapts to changing wants/needs of the community.
4. Continually evaluates and updates library's borrowing collection.
5. Maintains a professional knowledge of service delivery, technical processes, and library automation system.
6. Ensures a user-friendly website is maintained and updated regularly.
7. Investigates and initiates cooperative program possibilities with civic, business and school groups to embrace and support the Livonia and surrounding area communities.
8. Actively works to create community partnerships and outreach activities.
9. Encourages development of staff at all levels through a positive, collegial work environment.
10. Directs and supervises the budgeting and expenditures of library funds as well as collection of library revenues, and oversees expenditures from funds provided by Friends of the Livonia Public Library and both restricted and unrestricted gift funds. Makes deposits of daily cash revenue to designated bank on a regular basis.
11. Seeks grant and other outside funding opportunities to meet library needs.
12. Develops and reviews operational policies and procedures in conjunction with the library's Board of Trustees and the library staff.



13. Serves as consultant to the Board and its committees, and attends Board of Trustee meetings and committee meetings; prepares monthly Director and financial documents for each Board meeting. Attends periodic Town Board meetings as needed.
14. Keeps informed of developments in the field through active participation in professional meetings, committees and conferences, workshops, professional journals, engagement with peers in the library system and staff interaction.
15. Demonstrates a clear and dynamic vision to the staff, the community and Town government for the library in the short and long term.
16. Represents the library before governmental agencies and community groups in seeking financial resources for the library.
17. Supervises the maintenance of library property and recommends repairs, alterations and new construction.
18. Oversees the arrangement and functionality of library furniture (shelving, seating, etc.)
19. Performs other duties as necessary.

Required Skills, Knowledge, and Abilities

- Comprehensive knowledge of library administration practices
- Comprehensive knowledge of modern library organizations, procedures, policies, aims and services
- Comprehensive knowledge of modern principles and practices of library science
- Thorough knowledge of applications of computer technology to library operations
- Ability to plan and coordinate the work of others
- Ability to exercise leadership and motivate others
- Ability to work effectively with other community groups and government agencies
- Ability to express ideas clearly and effectively both orally and in writing to groups and individuals.
- Ability to demonstrate leadership through willingness to listen, motivate, and effect change through the action of others.
- Ability to maintain and administer an effective and efficient staff in a positive work environment.
- Ability to respond promptly and appropriately to patron and staff requests.
- Ability to work day, evening and weekend hours and travel to meetings as necessary; valid driver's license required.
- Seeks creative solutions to problems and challenges that arise.

Education and Experience

- Master's degree in Library Science or Library and Information Science from a regionally accredited college or university
- NYS Public Librarian's Professional Certificate
- Minimum of 3 years progressive experience, with demonstrated success, in a supervisory management position
- Must have strong knowledge and experience with non-profit budget administration, finances, and human resources