

Schenectady County Public Library  
99 Clinton Street  
Schenectady, NY 12305

### **Executive Director of Library System**

Schenectady County seeks an energetic leader with vision who has executive experience and is a proven collaborator, communicator and creative problem solver. The successful candidate will promote the library's mission with compassion, joy, innovation, flexibility and a belief in the transformative power of public libraries. Our new director will possess financial foresight and an in-depth understanding of how the business of the library works and how strategies and decisions impact financial and operational results. The successful candidate will also recognize the changing role of libraries as gateways for digital literacy, knowledge and culture in our diverse community and the need to respond to increasing demands to fill a critical community role.

#### **Background**

The Schenectady County Public Library (SCPL) is comprised of one Central Library (KBJ) for the Mohawk Valley Library System and eight branches including locations in Duanesburg, Glenville, Niskayuna, Rotterdam, Scotia, and the City of Schenectady. The SCPL's partnerships with the County leadership and the Friends of the Library continue and they remain important supporters of our Library system. The SCPL receives critical support from Schenectady County, with an operating annual budget of approximately \$5.8M, and numerous capital projects. Additionally, the Friends of the Library provides resources of all types and are a vital part of our mission, with a significant contribution to funding for programming, capital projects, educational materials and staff development.

The mission of the Schenectady County Public Library is to satisfy our community's educational, informational, cultural and recreational needs by providing free and open access to a comprehensive range of materials, services and programs. The SCPL is committed to improving the quality of life for County residents by making programs, services and resources a top priority. Literacy is a core component of the nearly 1,382 programs for children offered by the library in 2019, with 36,810 children in attendance and 815 adult programs with 14,945 in attendance. Library staff members are dedicated to promoting its programs to the public and providing outreach into the community.

**Distinguishing Features of the Class:** This is an administrative position in the library system which serves a population of approximately 155,000 residents. The Executive Director of Library System is responsible for the overall operations of the Schenectady County Library which is comprised of nine (9) branch libraries and will carry out broad policy as determined by the Library Board of Trustees. The Executive Director of Library System is responsible for stewardship of the library and its resources and exercises supervision over the work of the other library personnel. The Executive Director reports to a 15 member Board of Trustees with administrative coordination by the County Manager.

## **Qualifications**

- Master's degree in Library Science or Information Services from an ALA-accredited program, or its equivalent, in accordance with the New York State Education Department Division of Library Development; and
- At least eight (8) years of library experience including three (3) years in an administrative position over complex operations and showing a progression of increasing responsibility. Other training or experience can substitute for professional library experience; and

## **Attributes and Skills.**

In addition to the qualifications listed above, the successful candidate should have excellent verbal, writing and organizational skills with the ability to manage multiple projects and to represent the library within the community. The successful candidate should also have strong budget and financial management skills with the ability to manage civil service employees and knowledge of the fiduciary regulations and library "best practices." Moreover, the successful candidate will have strong interpersonal skills, a history of commitment to Diversity, Equity and Inclusion and the ability to manage library staff and delegate duties and responsibilities where appropriate.

## **Job Duties and Responsibilities:**

Key duties and responsibilities include, but are not limited to:

- Manage the full range of library services and all aspects of the library system;
- Develop long range plans for the library including the evaluation of effectiveness of the library's services and programs in relation to the changing needs of the community;
- Provide leadership to the entire library system and its services to all personnel;
- Prepare and administer operating and capital budgets;
- Supervise expenditures and negotiate competitive costs for services and materials;
- Perform ongoing management of the budget;
- Oversee maintenance and improvements of the library buildings and grounds;
- Supervise and work collegially with staff and conduct staff meetings;
- Oversee staff recruitment, training, evaluations and management;
- Coordinate and be responsible for staffing operations, including administering policies, supervision, appointments, promotions, training and performance evaluations;
- Attend Board and committee meetings;
- Report current activities and measurable results to the Library Board of Trustees;
- Make recommendations for new services, initiatives and policies;
- Review and/or develop policies and procedures for new services, initiatives and the operation of the library;
- Ensure the effectiveness of services and the allocation of appropriate resources;
- Represent the library in public, and at community and group meetings;
- Promote the library by interacting with patrons, supporters, local schools, government bodies and community organizations;

- Initiate and supervise the development, recommendation and management of programs and library services;
- Interact with governmental agencies and community groups in seeking financial resources for the library;
- Interact with and maintain representation within the Mohawk Valley Library System;
- Maintain positive and collaborative relationship with Board of Trustees, Schenectady County and the Friends of the Schenectady County Public Library;
- Recommend and administer public relations programs;
- Advocate at the State and local level for funding and policies that benefit the Library;
- Perform related work as required.

**Compensation:**

This is a full time, salaried position which includes an excellent fringe benefits package including family health insurance, paid vacation and sick leave, tuition assistance, as well as participation in the New York State Retirement System. Salary will be commensurate with qualifications, training and experience.

Schenectady County is an equal opportunity employer and committed to ensuring diversity, equity and inclusion of all ethnic, racial and gender groups in our practices.

**Application Details:**

Apply via email with a cover letter and resume as .pdf attachments to SCPLSearchCommittee@gmail.com. Application deadline is January 1, 2022.