



Naples Library

118 S Main St, Naples NY 14512 (585) 374-2757

The examination for this title has been scheduled. Go to EXAMS tab/heading and look for LIBRARY MANAGER to submit your application.

Library Director/Manager

Job Title: Director/Manager

Reports To: Board of Trustees

FLSA: Exempt - Administrative/Professional

Date: 6/21

Position Available: Director/Manager:

The Naples Library Board of Trustees seeks an organized leader who has a community-oriented spirit and values their staff, works well with trustees, committees, and Friends of the Library. The ideal candidate will be an innovative individual who is prepared to lead our organization into the future.

Naples Community:

Naples, NY is a small rural community nestled at the southern end of Canandaigua Lake in Ontario County. Naples is a beautiful, historic gem in the Finger Lakes. We are in the midst of a library expansion in alignment with our vision - *The Naples Library will inform, inspire, educate and entertain area residents of all ages, in an easily accessed, resource rich environment.* We serve over 2500 people from Naples and contiguous areas. Our annual budget is \$210,000.

Essential Duties:

1. Hires and supervises all Library staff and coordinates their work; oversees and/or conducts staff performance evaluations.
2. Directs the planning and organization of all programs and services and evaluates the effectiveness of library services.
3. Establishes and maintains effective working relationships with community organizations and Board of Trustees.

4. Supervises the preparation and administration of the annual budget and oversees the fiscal management of the Library.
5. Serves as consultant to the Board and meets with the full Board, committees and Friends of the Library. Assists with preparation of Board meeting agendas and Board meeting packet.
6. Keeps informed of developments in the field through active participation in professional meetings and conferences, organizations, professional journals and staff interaction.
7. Selects materials for acquisition using standard review sources and library system aids. Administers purchase and weeding of Library materials.
8. Conducts library programs and services of community interest, including public relations.
9. Responsible for oversight of all Library operations and administration of Library policies.

Education and Experience:

Graduation from a regional accredited New York State registered college or university with a Bachelor's Degree.

Compensation:

Library Director/Manager is a full-time position with a 36 hour work week.

The salary range is \$48,750 to 53,750, plus a \$2,500 health care stipend.

Instructions to Apply:

E-mail application materials (cover letter, resume, and a list of three professional references by June 11, 2021 to linda.strauss.jones@gmail.com.

The Naples Library is an equal opportunity employer.