



Job Posting:

Naples Library Manager

Naples Library seeks an enthusiastic, forward thinking and mission driven Library Manager. This is a full time, currently non-competitive position. Naples Library is a school district public library, serving the town and village of Naples and surrounding areas. Nestled in the Finger Lakes region of NY. Naples is a charming town with an active community. Recently recognized as Rochester Regional Library Council's Public Library of the Year. Naples Library is a vibrant community hub with a staff and board that is dedicated to providing high quality services to the community. Naples Library is part of the OWWL Library System, a cooperative library system consisting of 42 member libraries.

Please view the full position description below.

Interested candidates must complete an application via the

[Ontario County Civil Service Employment Portal](#).

Please attach to application or send a resume, cover letter and references to

napleslibrary@owwl.org.

Salary Range: \$60,405-\$66,446

Benefits: Health insurance, NYS Retirement, paid vacation, personal time and sick time.

General Description:

The Library Manager is the chief executive of the library, responsible for daily operations, implementing projects, developing procedures, enacting Board-approved policies, and providing the guiding direction and vision for the library's future. This is a full-time, 36 hours per week, leadership and administrative employee position.

This is highly responsible leadership and administrative work involving the direction of a broad range of public library functions. The Manager will enable the Vision and Mission of the library while creating an inclusive and empowering environment for library staff. Work involves responsibility for the management of a public library collection and for the provision of library services to patrons and community organizations. Duties include policy recommendation, short and long range planning, and direction and administration of library activities. The position is also invested with making library technology decisions. The work requires that the Manager have thorough knowledge, skill and ability in every phase of the public library field.

Essential Responsibilities:

- Communicate regularly with the library Board of Trustees; provide pertinent information at all Board Meetings, as well as reports on library achievements and challenges

- Establish and maintains effective working relationships with community organizations and the Board of Trustees
- Manage and develop staff to implement exemplary public service
- Hire and supervise library staff and coordinates their work. Oversees and /or conducts staff performance evaluations
- Oversee the planning and organization of all programs and services to meet the needs of the community and evaluate effectiveness.
- Establish and maintain effective working relationships with community organizations, businesses, Naples Library Board of Trustees and Friends Group.
- With the Board, responsible for preparation and administration of the annual budget and oversees the fiscal management of the library. Identifies and communicates budget revenue sources
- Serve as consultant to the Board and meets with the full Board, Committees and Friends of the Library. Assist with the preparation of the board meeting agendas and board meeting packets.
- Keep informed of developments in the field through active participation in professional meetings and conferences, organizations, professional journals and staff interaction.
- Select materials for acquisition using standard review sources and library system aids. Administers purchase and weeding of library materials.
- Oversee the library building facility and coordinates facility upgrades.
- Responsible for oversight of all library operations and administration of library policies.
- Manage collection development policies and procedures
- Supervise staff and volunteers, implementing personnel policies and HR procedures.
- With the Library Board, develop, implement and review the library budget.
- Through community assessment, develop a five-year strategic long-range plan for the library's future.
- Advocate for and promote the library through high quality customer service, active participation in social media, and foster relationships with community groups, underserved populations, and local schools.
- Manage library building facilities.
- Assist the Library Board in drafting and reviewing all policies, procedures and controls.
- Research and write grants to support the library's mission and needs of the community.
- Create and distribute regular reports to the community.
- Represent the Naples Library before Friends, community groups, governmental agencies, and professional organizations.

Knowledge, Skills, & Abilities:

- Demonstrate good oral and written communication.
- Ability to speaking write effectively to a broad range of audiences
- Desire to learn and gain new skills with an interest in continual professional improvement.
- Ability to schedule time effectively and to meet deadlines.
- Enable an environment with an effective, empowered staff in a positive work environment.
- Ability to budget for short term and long range.
- Ability to understand and communicate diverse sets of information; research topics relevant to the library and library Board; use intuition and experience to make decisions for the library.
- Ability to display original thinking and creativity, generate suggestions for improved work efficiency, and develop innovative approaches and ideas.
- Ability to respond promptly and appropriately to requests from the Board of Trustees, staff, and community.

- Proficiency in technology hardware and software as well as web-based applications, including, but not limited to: PC, laptops, portable devices, Microsoft Office, Google Suite, Internet browsing/searching and social media platforms.
- Commitment to community improvement and engagement through public library service

Minimum Qualifications:

- Demonstrated organizational or project management experience.
- Experience working with community members and community organizations.
- Please see additional specifications below.

Preferred Qualifications, Not Required:

- Master's Degree in Library Science, or Library and Information Science from a graduate library program accredited by the American Library Association
- Eligibility for a NYS Public Librarian Certification
- Administration and management of staff in a library environment

Naples Library is an equal opportunity employer that complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment based on race, creed, color, sex, sexual orientation, gender identity, age, national origin, disability, veteran's status, and military service.

Reasonable accommodations may be made to enable all qualified individuals to perform these duties. The Library Manager reports to the Library Board of Trustees, is subject to a 1-year probationary period and annual review thereafter based on the expectations outlined in the Library Manager Job Description.

LIBRARY MANAGER

MINIMUM QUALIFICATIONS FOR LIBRARIES SERVING A POPULATION OF 5,000 - 7,499: Possession of a Bachelor's Degree, or higher.

MINIMUM QUALIFICATIONS FOR LIBRARIES SERVING A POPULATION OF 2,500 - 4,999: Graduation from high school or possession of a high school equivalency diploma AND completion of two (2) years of college (60 credit hours) from a college or university.

Population of 2,500 - 4999: Naples Library

Population of 5,000 – 7,499: Bloomfield Public Library & Red Jacket Community Library

DISTINGUISHING FEATURES OF THE CLASS: Serves as head of a library serving a population from 2,500 to 7,499. This position involves responsibility for simple library functions and administrative tasks. The work involves carrying out library policy as determined by the Library Board and standard practice. Also works with Public Library System Librarians in planning and implementing library services. Direct supervision is exercised over other library personnel.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Selects materials for acquisitions using standard review sources and library system aids;
Performs simple informational, reference and referral services and directs complex questions to the central library or system;
Recommends building repairs and alterations;
Conducts library programs on subjects of community interest;
Works with system librarians to evaluate the effectiveness of the library's services in relation to the changing needs of the community;
Recommends changes or additions in library services to the board;
Administers personnel policies established by the board;
Prepares preliminary budget estimates for the board;
Represents the library at community and group meetings;
Recommends and administers public relations programs;
Administers policies on the purchase and weeding of library materials;
Attends library system workshops and professional meetings;
Conducts staff meetings;
Recommends appointments, promotions and disciplinary actions.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of library services and procedures; working knowledge of library materials and their use; ability to use library computer and audio visual equipment; ability to carry out library policies and procedures; ability to train library staff; ability to plan, coordinate, and supervise the work of others; ability to exercise leadership and motivate others; ability to establish effective working relationships with community organizations; ability to express oneself clearly both orally and in writing to groups and individuals; skill and accuracy in the performance of technical library tasks; tact and courtesy in dealing with staff and public.

APPROVED: FEBRUARY 25, 1999

REVISED: 7/2/19; 3/14/23

CIVIL SERVICE CLASSIFICATION: COMPETITIVE