

JOB DESCRIPTION: LIBRARY DIRECTOR I, NORTH GREENBUSH PUBLIC LIBRARY

BACKGROUND INFORMATION

The North Greenbush Public Library District (NGPL, visit <https://www.northgreenbushlibrary.org/>) was chartered by New York State on February 18, 1994. It is located in Town of North Greenbush Municipal Building on Main Avenue in Wynantskill, NY. The NGPL is a member of the Upper Hudson Library System. As a Special Legislative District Public Library, the NGPL is financially independent of town government, and has the ability to raise funds, subject to voter approval, directly from town taxpayers.

The NGPL District is entirely within the Town of North Greenbush, Rensselaer County, NYS, but NGPL patrons include residents in surrounding communities. North Greenbush is a rural/suburban community with a population of approximately 13,000. The 2019 operating budget of the NGPL is \$332,362, with 94% of the funding coming from the North Greenbush Library District *ad valorem* tax. The current NGPL Director supervises one (1) full-time and five (5) part-time library clerks.

Since 1994, the stable funding provided by the voters of North Greenbush has allowed the NGPL to outgrow its current facility. A major challenge for the new director will be to work cooperatively with the Board of Trustees to achieve three goals of the recently adopted long-range plan of the Board: (1) Improve the Visibility of the Library in the Community, (2) Hold Public Meetings to Learn Community Interests, and (3) Improve the Current Facility. Perhaps the biggest challenge will be to work with the Board to plan, manage, and implement a process culminating in either a modification of the current library facility, and eventually, a new library building.

RESPONSIBILITIES

The current Director has responsibilities in three major areas. The Board expects the appointed Director to assume initially, with the assistance of current staff, these responsibilities. However, the Board expects that the responsibilities of the Director will evolve and responsibilities will change as the Director becomes familiar with the library staff, facilities, patrons, and Board members.

Administrative

- Supervise staff in the daily operation of the library.
- Develop with Board library policies and programs, including short- and long-range goals.
- Provide monthly reports for Board meetings, and inform Board of library needs/problems in operational, fiscal, staffing, or facilities matters.
- Prepare New York State Annual Report for Public and Associated Libraries; insure that library complies with all state and federal requirements.
- Maintain/develop overall library collections.
- Maintain existing computer stations; monitor latest computer developments and implement them, if appropriate, to improve service.
- Communicate the interests of the library to the Upper Hudson Library System (UHLS), and attend meeting, when necessary.
- Represent library in community.

Librarian

- Provide library desk coverage as needed, including one night per week.
- Select and order all library materials after evaluation of professional reviews of written and electronic media, while keeping up with new and popular trends.
- Process all library materials, including entering items into the UHLS electronic database.
- Keep collection organized via “shelf reading” and moving items as needed; “weed” all library collections; enter changes to items (as necessary) into the UHLS database.
- Order all library and general office supplies.
- Supervision of magazine processing.
- Manage library book sale material.

Financial

- Develop with Board an annual budget.
- Manage the annual budget by monitoring expenditures.
- Prepare monthly and annual financial reports for Board.
- Maintain all library accounts using QuickBooks.
- Manage all cash receipts including bank deposits, transfer money between accounts as necessary.
- Prepare all invoices for payment by Treasurer.
- Reconcile all account balances.
- Submit month reports to the NYS Employee Retirement System and the NYS Deferred Compensation Plan.
- Prepare and submit monthly and quarterly Federal and NYS tax filing.

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