

Library Director

Liverpool Public Library

Liverpool, New York

Deadline for applications is May 30, 2014.

The Liverpool Public Library (LPL) seeks an enthusiastic, innovative director to work with the community, Board and staff joining a legacy of success utilizing technology and traditional library services. Successful candidates will be customer service oriented, skilled at community relations, experienced in fiscal management, and aware of the potential offered by technology in a library indispensable in its community. The vacancy is due to the retirement of the Director.

LPL and the Position:

LPL is an independent agency, tax-supported by the residents of the Liverpool Central School District, with its own elected Board of Trustees. The library is a cooperating member of the Onondaga County Public Library System. The library has a staff of 78 and a 2013/14 fiscal budget of \$3.7 million in a civil service and union environment. One of the busiest libraries in Onondaga County, the library had 328,770 visitors and a circulation of over 600,000 last year.

The Director reports to the seven-member Board of Trustees and is responsible for the smooth operation of a library that is dedicated to providing the best and most forward-sighted library service to its population of 51,000. The Director is expected to continuously build and maintain collaborative partnerships with all stakeholders and to fulfill LPL commitment to serving the taxpayers of the Liverpool Central School District.

The Director's Duties and Responsibilities Include:

Reports to the Board of Trustees on the services the library offers to the patrons, the amount of use via monthly and annual statistics, the staff, the condition of the building, quarterly budget reports, and other aspects of the operation through monthly and annual narrative and written reports.

Provides leadership for shaping and implementing the library's mission, vision and goals. The Director supervises the operation of the library: staffing, maintaining the building, representing the library to the community, interpreting and administering the policies of the board, and managing fiscal operations and requirements. Recommends an annual budget to the board, and administers the expenditures of the library.

Supervises the maintenance of the building and grounds, recommends improvements and expansions to the physical plant and/or new construction or service delivery alterations. Makes sure insurance coverage is adequate on contents of building and liability.

Maintains liaison with the community at large, the Liverpool Central School District (LCSD), the Onondaga County Public Library (OCPL) system, local and state politicians, and community leaders. Is aware of changes to demographics that may impact on the operation of the library.

Develops and evaluates plans for library services, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community.

Administers marketing program and public relations efforts.

Through participation in professional organizations, attendance at conferences and reading, keeps aware of developments in the field and keeps the board and staff informed of them. Initiates and supervises uses of new ideas and technology in service to the patrons.

Recommends adoption of policies to the board. Keeps the staff informed of board actions, and supervises the implementation of policies.

The Director's Duties and Responsibilities... (continued)

Oversees the programming and public information projects of the library staff.

Ensures that library practices conform to the Library Bill of Rights and the Statement of Professional Ethics, and all laws and regulations governing the library.

Qualifications:

MLS from an ALA accredited library education program, plus a minimum of six years of satisfactory professional library experience in libraries or library systems of recognized standing, including at least two years of experience in a senior administrative capacity and eligibility for New York State Public Librarian Certification and NYS Civil Service. The position requires the possession of a New York State public librarian's professional certificate at the time of appointment.

Compensation:

Salary range: \$60,000 - \$86,115. Competitive benefits include health, dental and prescription insurance, NY State Retirement, generous leave benefits, the opportunity to participate in a deferred compensation plan(403B), and optional life insurance.

To Apply:

Send cover letter, resume, and three professional references as Word or PDF attachments via email to **directorsearch@LPL.org** or by mail to **Director Search, Liverpool Public Library, 310 Tulip St, Liverpool, NY 13088**. The deadline for applications is Friday, May 30, 2014.

Liverpool Public Library is an Equal Employment Opportunity Employer.



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310 Tulip Street, Liverpool NY 13088 (315)457-0310 • LPL.org