

Library Director

The Liverpool Public Library seeks its next Director to continue its mission, “To connect our community, engage people and inspire discovery, learning and growth.” The LPL is governed by the Board of Trustees, which consists of seven elected members, and has an operating budget of \$4,260,800. Serving about 50,000 people in the Liverpool Central School District, the LPL is a 15,000 square foot building located in the center of the Village of Liverpool, just outside of Syracuse, NY. In 2020, the LPL completed a renovation project that provided expanded resources, up-to-date technology, a new Children’s Room, a more inclusive environment, and more within the library.

To achieve our mission, the LPL seeks a director who will continue to move our library forward, while embracing the ever-changing landscape in a post-COVID world. As we look to further develop our innovative and inclusive library services and programming, a successful candidate would bring forward the skills and leadership to direct us. As a school district public library, the Board seeks a director who is forward thinking and engaging to the Liverpool Central School District community. Such collaboration is the heart of our community and programming. The LPL serves as a meeting place for many members of our community.

What you will do:

- Oversees and directs the day-to-day library operations
- Development of the library budget and supervision of library expenditures and collection of revenues
- Administer personnel policies and reviews performance evaluations of staff members
- Oversee the maintenance of library property and recommend repairs
- Develop library policies and procedures and recommends adoption of policies to the Library Board
- Develop and implement the library’s long range Strategic Plan
- Work with staff to develop and implement new services and/or programs that align with community needs
- Evaluate the effectiveness of library services and/or programs in relation to the changing needs of the community
- Oversee staff recruitment, selection, and evaluation; approve appointments, transfers, and promotions
- Propose and develop projects for funding; develop and manage grants when applicable
- Oversee the planning and reviewing public relations, marketing, and communications materials
- Create an environment in which all members of the Liverpool community feel welcome, seen, and included through collections, art, programming, and media/materials
- Advance the library’s commitment to diversity, equity, and inclusion in all spaces
- Actively represent the library at community and organizational meetings, including OCPL, and Member Council

Who you are:

- You are committed to excellent customer service
- You know how to lead a cohesive and motivated team and thrive working in a highly collaborative environment
- You are proactive and keep abreast of new trends and practices. You share that information with your department and colleagues
- You can communicate ideas, listen, generate support, and negotiate conflict
- You are accountable and accept responsibility for your actions
- You demonstrate professionalism
- You value an inclusive culture that encourages and celebrates the diverse community the library serves

Qualifications:

- Master's Degree in Library Science from an accredited library school
- NYS Public Librarian's Professional Certificate
- 6 or more years professional level library experience, two (2) years of which must have been in an administrative capacity
- Appointment will be permanent based upon results of the Library Director III civil service test
- Salary range \$81,900 - \$109,200 depending upon experience

Interested candidates are invited to:

- apply for the civil service examination before June 21,2022 employment.ongov.net
- send a cover letter and resume to:
Kay Budmen, Board President
Liverpool Public Library
310 Tulip St.
Liverpool, NY 13088