

Mount Pleasant Public Library

Job Vacancy Announcement

Library Director III

The Mount Pleasant Public Library is seeking qualified candidates to be appointed to the position of Library Director III. This is a competitive class position, and the Library is seeking either a candidate that is eligible for a lateral transfer (i.e. a candidate that is already “permanent” under the title of Library Director III) from another Library or a candidate that is eligible for a “provisional” appointment, in the event that the competitive civil service list is broken. A “provisional” candidate would be required to meet the minimum qualifications as stated below:

This position will become available on March 21, 2024.

Job Duties and Responsibilities:

- Direct and supervise the budgeting expenditure of Library funds and the collection of Library revenues. Collaborate with the Board of Trustees on the creation of the Library’s annual budget;
- Make recommendations to the Library Board for the development and evaluation of plans for Library services, and work with the Library Board in evaluating the effectiveness of Library services and programs in relation to the changing needs of the community;
- Supervise the work of Library unit heads and administer personnel policies. Recommend appointments, transfers, promotions, dismissal, and staffing patterns of personnel;
- Review and/or develop policies and procedures for the operation of the Library;
- Assist the Library Board in representing the Library before governmental agencies in seeking financial resources for the Library;
- Conduct staff meetings;
- Coordinate Library program operations with municipal departments support services in areas such as personnel, legal, financial, public works and data processing;
- Supervise the maintenance of the Library and recommend repair, alterations and new construction;
- Oversee capital projects;
- Keep informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and professional materials.

Schedule: Thirty-five hours per week which includes one evening per week and one Saturday every four weeks.

Minimum Qualifications: Possession of a Master's Degree in Library Science from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices, and 6 (six) years of professional library experience, at least 2 (two) of which must have been in a supervisory or administrative capacity.

SPECIAL REQUIREMENT: Eligibility for a New York State public librarian's professional certificate at time of application for appointment; possession of certificate issued by the New York State Department of Education at time of appointment.

Submission Requirements: Applicants must submit their resume via email or mail to:

Ian J. Loehner, Human Resources Consultant
Public Sector HR Consultants, LLC
1 Town Hall Plaza
Valhalla, NY 10595
iloehner@publicsectorhr.org

The Mount Pleasant Public Library offers a competitive wage and benefits package. The annual salary range for this position will be between \$140,000 and \$175,000.

The Mount Pleasant Public Library is an equal opportunity employer.