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www.briarcliffmanorlibrary.org

Library Director 1, Full-Time

Briarcliff Manor Public Library

The Briarcliff Manor Public Library is seeking a new Library Director 1, Full Time, as a successor to our current Library Director, who is retiring in April 2024.

About Briarcliff Manor

The Village of Briarcliff Manor, New York is nestled along the historic and scenic Hudson River. With 5 3/4 square miles of land, the Village offers a rustic residential environment within easy commuting distance to Manhattan and all that New York City has to offer including a Metro-North train station at Scarborough Train Station.

The Village's population was 7,569 according to the 2020 U.S. Census with approximately 2,700 units of housing and/or commercial use. Briarcliff Manor is situated within the Town of Ossining and the Town of Mount Pleasant, with over 91% of the residents in the Town of Ossining. Two public school districts, Briarcliff Manor and Ossining, serve the Village. Both districts have been recognized for their excellence.

About the Briarcliff Manor Public Library

The Briarcliff Manor Public Library is a warm, welcoming resource with a friendly, knowledgeable, and dedicated staff. As a NYS-chartered municipal public Library, we are governed by a volunteer Library Board of Trustees appointed by the Village Board of Trustees. While by population served and circulation, the Library ranks **27th/29th respectively** out of 38 public Libraries in the Westchester Library System, we rank **8th** in proportion of children's materials in the collection; **16th** in number of teen programs; and **20th** in proportion of operating budget spent on collections. For **2022**, **415** programs were offered, drawing **3,646** attendees, with children and teen programs, as well as various book groups, being among community favorites. Since the fiscal year started in June, the Library has had over **12,700** visits or an average of **59** per day. Since June 1, **32,240** items have been checked out and **168** new cardholders have signed up, joining the **4,015** existing cardholders.

Job Description

The Library Director is responsible for executing the overall management, strategic planning, and direction of all library operations and services. This role involves overseeing staff, collections, facilities, and programs to ensure the library meets the needs of the community. The Library Director will play a key role in advocating for the library within the community and securing resources to support its mission and objectives. The Library Director reports to the Library Board of Trustees.

Job Duties

- **Community Engagement:** Act as a liaison between the library, Board of Trustees, Village Administration, Village Board of Trustees, WLS, Friends of BMPL and the community, building relationships with local organizations, schools, government agencies, and other stakeholders to promote library services and initiatives.

- **Financial Management:** Develop and manage the library's budget, including allocating funds for staffing, collections, programs, and facilities, and ensuring financial sustainability through effective resource allocation.
- **Annual Reporting:** Prepare and submit annual reports as necessary to community and state.
- **Personnel Management:** Recruit, train, supervise, and evaluate library staff, fostering a positive work environment and ensuring that employees have the necessary support and resources to carry out their duties effectively.
- **Strategic Planning:** Develop and implement a strategic plan with the library board to guide the library's growth and development in alignment with community needs and goals.
- **Collection Development:** Oversee the selection, acquisition, cataloging, and maintenance of library materials, including books, periodicals, digital resources, and other materials, ensuring that the collection reflects the interests and needs of the community.
- **Program Development:** Develop and coordinate a variety of library programs and services for patrons of all ages, including literacy programs, educational workshops, cultural events, and outreach activities.
- **Technology Management:** Stay abreast of technological advancements in library services and implement appropriate technologies to enhance library operations, access to information, and user experience.
- **Facilities Management:** Ensure that library facilities are well-maintained, safe, and accessible to patrons, and work with the village on any renovation or expansion projects as needed.
- **Advocacy and Public Relations:** Advocate for the library's interests at the local, state, and national levels, and engage in public relations activities to raise awareness of the library's value and impact within the community.
- **Policy Development:** Maintain and implement library policies and procedures in accordance with applicable laws, regulations, and best practices, ensuring that library operations are conducted ethically and in compliance with professional standards.
- **Professional Development:** Stay informed about trends and developments in the field of library science, participate in professional organizations and conferences, and pursue opportunities for continuing education and professional growth.

Qualifications

- Possesses a master's degree in Information and Library Science and a current New York State Professional Librarian's Certificate. Advanced Certificate in Library Administration preferred.
- Two years professional library experience.

- Previous experience in library management or administration, including staff supervision, budget management, and strategic planning preferred.
- Strong leadership, communication, and interpersonal skills, with the ability to work effectively with diverse staff, patrons, and community stakeholders.
- Knowledge of current trends, issues, and best practices in library services, technology, and information management.
- Demonstrated ability to develop and maintain effective partnerships with community organizations, government agencies, and other stakeholders.
- Commitment to intellectual freedom, equitable access to information, and the principles of diversity, equity, and inclusion in library services.
- Familiarity with relevant laws, regulations, and ethical standards governing library operations and information access.
- Proficiency in computer skills and library automation systems.
- Flexibility to adapt to changing priorities and work effectively in a dynamic and fast-paced environment.

Candidates must meet the minimum requirements for Library Director I as set by the Westchester Civil Service, or be eligible for transfer/reinstatement.

Annual Salary range offered: \$90,000 - \$110,000. Benefits include: Health Insurance, Dental, Optical, standard NYS Pension, employee election Deferred Compensation Plan, Flexible Spending; Dependent Care Pre-Tax Accounts (as of 2024), and four weeks' vacation (accrued), three personal days, and twelve sick days accrued per year.

Interested candidates should submit a cover letter and resume, via email preferred, attention:

President, Board of Trustees
Briarcliff Manor Public Library
1 Library Road
Briarcliff Manor, NY 10510

Or:

Email to: recruitment@briarcliffmanorlibrary.org

This job posting will remain open until filled. The first review of interested candidates is scheduled for March 13, 2024.

The Village of Briarcliff Manor is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Village shall be afforded equal employment opportunity in initial employment and consideration for advancement.