

Greenburgh Public Library

Secretary to the Library Director

This is a [Civil Service](#) position.

Overview:

Responsible for the operations of the Library's Business Office, including supervision of administrative personnel, payroll, purchasing, financial and personnel record-keeping, room rentals, art exhibitions, and contract oversight. Evaluates and enforces policies and procedures, acts as liaison to the county, municipality - including building maintenance, and interacts frequently with the public.

This position:

- Reports to the Library Director
- Supervises 1 Employee (1 FTE)
- Hours are 35 per week (Must work one night a week in addition to once-a-month Library Board meetings and occasionally weekend days)

Essential Responsibilities:

Essential responsibilities listed indicate the minimum level of knowledge, skills and/or abilities deemed necessary to perform the job proficiently. This is not to be considered an exhaustive statement of responsibilities or requirements.

Supervisory

- Handles all Civil Service paperwork and record keeping regarding all library employees
- Delegates tasks appropriately, supervises staff constructively, and cultivates collaboration effectively
- May be the person in charge in the absence of the Director and Assistant Director

Business Office

- Supervises the full-time Staff Assistant; works closely with the Director and Assistant Director
- Responsible for new employee onboarding
- Calculates salaries, increments, and other changes/updates for employees
- Liaises with the Municipality and supplies information to employees regarding health insurance, retirement, and conditions of employment
- Consults with Assistant Director and department heads on personnel matters
- Maintains employee records and other personnel files
- Oversees employee payroll, annual leave accruals and usage
- Liaison to the Town of Greenburgh on human resources and payroll matters
- Liaison to Westchester County Human Resources, including sending applicable civil service forms, requesting and canvassing certified lists, checking authorized title list
- Liaison to the Town Clerk regarding Library Board needs and elections as needed
- Recommends changes and updates to library policies
- Works closely with the Library Director regarding annual budgets and NYS annual report preparation
- Performs all executive secretarial tasks for the Director, including confidential correspondence, preparing reports and minutes of meetings, scheduling appointments and maintaining confidential files and other material essential for use by the Director; screens inquiries and complaints from employees and the general public addressed to the Director; gathers appropriate material from the Director and other library staff in order to respond to routine inquiries and routes more complex inquiries along with supporting documentation to library staff as appropriate
- Coordinates, schedules, and liaises with Library Trustees regarding Library Board meetings including preparation of agenda, resolutions, and other documentation and statistics, taking and recording minutes
- Coordinates room reservations/rentals, including payments
- Coordinates art exhibits
- Oversees and coordinates services with the vendors of snack machines, copy machines, staff printers, and other vendor-related staff equipment

- Coordinates staff professional development and annual book sale activities with the Friends of the Library
- Keeps informed of professional and technological developments through participation in professional organizations, system meetings, workshops, continuing education courses

Facilities

- Liaison to the Town of Greenburgh, contractors and vendors related to building maintenance
- Procures materials and supplies as needed
- Coordinates staff equipment service plans and contracts
- Administers and troubleshoots software for security systems
- Acts as an additional emergency contact for security company, police and fire departments
- Assists with troubleshooting AV issues, in coordination with the IT Specialist
- Coordinates telephone and Town IT services with the Town of Greenburgh
- Communicates facility-related information to Assistant Director and public service staff

Knowledge, Skills and Abilities:

- Familiarity with the principles and practices of office management, human resources, budgeting, purchasing, Robert's Rules of Order, financial record-keeping and civil service administration
- Knowledge of research methods and statistics; ability to make clear and accurate analysis of facts, figures, and processes
- Proficiency in using PC computers, e-mail, Google suite, MS Office, especially word processing and spreadsheets; ability to learn new technologies
- Ability to understand contracts and bidding processes
- Excellent organizational, multitasking, and time management skills, as well as attention to detail
- Uses critical thinking, problem solving, decision making, mediating, initiative, cultural competency skills and independent judgment in a variety of situations
- Communicates clearly and effectively both orally and in writing to groups and individuals including adjusting content, style, and delivery format to accommodate diverse audiences
- Establishes and maintains effective working relationships with co-workers, patrons, and stakeholders
- Knowledge of public libraries and their infrastructure
- Is a Notary Public or willing to become one for patron services and Library Board needs

Physical Requirements:

Physical condition commensurate with the demands of the position

Education and Experience:

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience in an office setting that consisted of using software to maintain calendars, schedule meetings, make travel arrangements, draft and create correspondence, presentations, emails and enter and maintain records in databases in support of a higher level administrator or a department or unit head.

SUBSTITUTION: Satisfactory completion of 30 college credits* may be substituted on a year-for-year basis for up to four (4) years of work experience described above.

***SPECIAL NOTE:** Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

Salary Range: \$75,000 - \$100,000 Salary to commensurate with experience

Secretary to the Library Director Civil Service Position [Exam Requirements](#).

This position is exempt.

This appointment will be provisional; candidates must pass the Westchester County Civil Service test and score high enough for an appointment.

Send your cover letter and resume to Cory.Deitchman@greenburghlibrary.org.

Closing Date: February 27, 2026