

The Board of Trustees of the Irvington Public Library is seeking a creative, energetic Library Director I. This is a full-time position (35 hrs/week), including some Saturday and evening hours. Salary range: \$100,000 - \$110,000.

Responsibilities of the Library Director include:

- Overall administration and operation of the Library, including staff scheduling and HR, as well as facilities oversight.
- Directly responsible to the Library Board for carrying out approved policies
- Reports monthly to the Library Board and keeping Trustees apprised of community needs and desires regarding Library services and programs
- Reports staff concerns and needs to the Library Board as appropriate
- Prepares annual budget with the Library Board
- Manages collection development across print, digital and other formats.
- Maintains professional development by representing the Library at conferences and workshops, as well as serving on various committees, at the county level and beyond
- Reviews and approves all purchase orders and claims for payment
- Prepares the Annual State Report
- Promotes the role of the Library as a welcoming space, and its work as essential to the community's intellectual and social vitality.

Prospective applicants who are currently on the Westchester County Library Director I Civil Service Eligible List, are currently a permanent competitive class Library Director I, II or III in Westchester County interested in transfer, or formerly served with permanent competitive class status as Library Director I, II or III in Westchester County interested in reinstatement are encouraged to apply. Anyone not currently on the Library Director I eligible list who meets minimum qualifications can apply on the Westchester County Human Resources website under continuous recruitment examinations.

Please send resume and cover letter to: Laura Lilienfield, President, Irvington Library Board of Trustees. llilienfield@irvingtonny.gov