

Assistant Director Opportunity at New Rochelle Public Library – Join Our Growing Community!

The New Rochelle Public Library is seeking an innovative, strategic, and forward-thinking leader to join our team and help shape vibrant library services in Westchester County. The ideal candidate will champion exceptional service, excel in an environment of change and growth, and collaborate closely with the Director to implement special projects and our strategic plan.

As Assistant Director, you will oversee library departments, support staff development, and cultivate strong community partnerships. The library system includes the main branch and the Huguenot Children's Library, the only free-standing children's library in Westchester County.

Located in Westchester County, New Rochelle is the fastest-growing city in New York State, with over 80,000 residents. The city boasts an award-winning school system, two colleges, and a rich cultural and recreational landscape. With waterfront access, beautiful parks, and easy transportation to New York City and beyond, New Rochelle offers a thriving, growing community that truly has something for everyone.

This work involves responsibility, under the general direction of a Library Director IV, for assigned phases of library administration and services. Work is performed in accordance with prescribed policy and considerable leeway allowed for the exercise of independent judgment and initiative. This position involves professional librarian activities as well as administration.

EXAMPLES OF WORK: (Illustrative only)

Performs administrative tasks to ensure the smooth and effective operations of library programs and delivery of services;

Develops, recommends and implements new programs and/or services;

Recommends policies and procedures to the Library Director based on studies and analyses of library operations;

Makes decisions regarding allocation and organization of work to library staff as assigned;

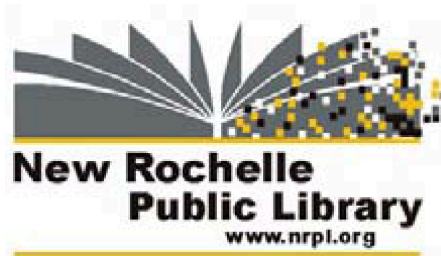
Consults with department heads on administrative and technical library problems;

Prepares state, local and other statistical or narrative reports as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

Participates in and supervises implementation of computerized functions;

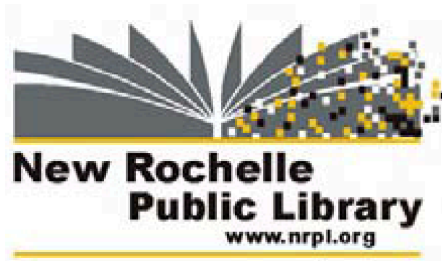
Co-ordinates, supervises and participates in security functions;



Makes studies of operating procedures;
Participates in preparation of departmental budgets;
Participates in recruitment, selection, training and evaluation of employees;
Coordinates training and staff development;
Conducts staff meetings or staff training sessions;
May represent the library at community and group meetings;
Keeps informed of professional developments;
Attends professional meetings;
Offers reference, information or other related public service to the public when so assigned;
Coordinates and supervises collection development;
Researches, writes and submits grants for library programs and services;
Acts for and on behalf of the Library Director IV in his or her absence;
Keeps abreast of current developments in library science and administration through participation in professional organizations, workshops, seminars, continuing education courses and reading relevant literature and publications, and communicates pertinent information to staff to enhance the effectiveness and efficiency of library services;
May perform other tasks, as needed.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES: Good knowledge of library techniques; comprehensive knowledge of current library administrative and personnel practices; knowledge of new technologies including office computerization, library computer applications, reference databases, assistive devices for the handicapped, etc; knowledge of new technologies *for* library and office management; ability to carry out library policies; collection management skills; ability to comprehend users' needs quickly and accurately; extensive knowledge of staff evaluation procedures; ability to train and supervise the library staff; ability to plan and coordinate the work of others; resourcefulness in handling supervisory and administrative problems; ability to exercise leadership and motivate others; ability to relate well to a varied library clientele and staff group; ability to evaluate situations, meet people easily and participate effectively in the cultural and intellectual activities of the community; ability to express oneself clearly and concisely both orally and in writing; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgment; physical condition commensurate with the demands of the position: willingness to work non-standard hours.

REQUIRED EXPERIENCE: A Master's Degree in Librarianship 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; PLUS Six years of satisfactory professional library experience, one year of which must have been in an administrative or supervisory capacity.



SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a New York State public librarian's professional certificate at the time of application for appointment; possession of the certificate at the time of appointment.

SPECIAL LICENSE REQUIREMENT: Possession of a motor vehicle operator's license issued by the State of New York upon completion of the probationary period.

SALARY: Starting at \$110,000.00 per year, depending on experience.

BENEFITS: Dental insurance, Health insurance, Paid time off, Retirement plan, Tuition reimbursement, Vision insurance

Apply online at Indeed or by emailing your cover letter and resume to applicants@nrpl.org. No phone calls please.