



JOB OPENING AT NYACK LIBRARY

Assistant Director/ Head of Adult Services

Salary range: \$80,000 - \$95,000

Essential Functions:

- Hires, supervises, schedules, and completes performance reviews for all Adult, Technical Services, and Local History Staff
- Acts as Library Director in the Director's absence and performs other duties as requested by the Director
- Guides Outreach and Programming Librarian to create programs and services that will position the Library as a strong community resource
- Leads a team of librarians to provide excellent reference, bibliographic, and database instruction services to the public
- Oversees the maintenance and acquisition of materials for the print and non-print collections, including developing material budgets and directing all de-acquisition efforts to ensure a balanced collection
- Assists in developing the overall Library budget with the Library leadership team and collaborates with the Business Manager to monitor expenditures
- Participates in grant writing to enhance library services
- Plans, supervises, and implements training for Adult Services and collaborates with other department heads in planning library-wide training
- Works with the Library Board, Director, and Staff to write and review Library policies and procedures
- Participates in the recruitment and selection of staff
- Works with Maintenance Technician, Director, and Library Staff to maintain a safe, clean, and comfortable environment for staff and patrons at the Library and tenants at Library-owned property
- Works some evenings and weekends and attends monthly Board meetings
- Serves as Chair of the Collection and Safety Committee, and serves on the Programming Committee and Social Justice Committee
- Attends committee meetings as directed
- Works with staff to maintain the Library's website and social media accounts
- Stays informed of developments in the library field by participating in professional organizations, system workshops and meetings, and continuing education courses

Preferred qualifications:

- Good managerial and interpersonal skills
- Outstanding customer service
- Experience in problem-solving
- Excellent computer and technological skills
- Ability to work as part of a team
- Strong communication skills - written and oral
- Familiarity with integrated library systems
- Experience with grant writing and budgeting

Education: Master's degree (MLS) from an ALA-accredited institution

Experience: Minimum six years of public librarian experience with three years as a supervisor

To apply, email resumes and applications to tdunstan@nyacklibrary.org

Posting open until filled.

Applications can be obtained at the Circulation Desk or at www.nyacklibrary.org