

Job Title: Library Director

Location: Port Chester, New York

Employment Type: Full-Time

Reports to: Library Board of Trustees

ABOUT THE PORT CHESTER-RYE BROOK PUBLIC LIBRARY

The Port Chester-Rye Brook Public Library has been serving the Villages of Port Chester and Rye Brook for 149 years. We are an Association Library governed by a volunteer Board of Trustees and funded by the Villages of Port Chester and Rye Brook. We serve the seventh largest population in Westchester County. In 2024, we had 135,524 visits, and offered 698 programs drawing 17,261 attendees.

MISSION

The mission of the Library is to provide free access to information, materials, programs and technology to meet and enrich the educational, recreational, and cultural needs and interests of the community. The Library seeks to engender a love of reading, to encourage curiosity and to instill a joy of learning in patrons of all ages. The Library recognizes, appreciates and embraces all of its patrons and provides environments and resources that respect diversity.

The Library Director leads this work by managing all aspects of Library operations in collaboration with the Library Board, staff and community. The Director plays a key role in shaping the Library's future through strategic planning, community engagement and responsible operational and financial stewardship.

CORE RESPONSIBILITIES

Leadership & Strategic Planning

Ensure a welcoming, inclusive, and accessible environment for community members and staff.

Collaborate closely with the Library Board of Trustees to align priorities, communicate progress, support effective governance, develop and implement Library policies, establish long-range strategic plan and goals, and measure accomplishments against recognized standards.

Supervise and support a team of Library professionals, currently including ten full-time staff in addition to part-time librarians and clerks. Maintain a positive work culture. Recruit, select, train, supervise, schedule and evaluate personnel directly or through appropriate delegation to create a harmonious team environment. Hold periodic staff meetings.

Serve as the public face of the Library and advocate for its role, funding, and impact within the community and beyond. Build strategic relationships with schools, community organizations and individuals supportive of the Library's mission.

Ensure Library facilities are well maintained, welcoming, safe and accessible to patrons and staff. Develop short- and long-term plans for maintenance and improvements. Oversee all capital projects.

Financial Administration Management

Develop the annual budget and oversee all fiscal operations, including payroll and vendor payments within that budget.

Prepare and submit all required reports, including financial statements, monthly reports for the Board, annual reports for New York State, and other required documents.

Supervise the budgeted expenditures of Library funds and the collection of Library revenues.

Apply for grants and pursue additional funding from state agencies, private foundations, and community-based sources. Administer those grants when received.

Collaborate with the Friends of the Port Chester-Rye Brook Public Library and other partners to raise funds and promote the Library.

Library Services & Programming

Oversee collection development and ongoing evaluation of Library materials across all media.

Champion a wide range of virtual and in-person programming for all ages, aligned with the Library's educational and cultural goals.

Evaluate the effectiveness of such Library services and programs in relation to the changing needs of the community.

Guide technology adoption and service innovation to meet evolving patron needs.

Eligibility:

Interested candidates must possess a Master of Library and Information Science degree and a NY State Professional Certification.

At least five-six years of public library service, which includes at least two-three years in an administrative capacity.

Proficiency in speaking and understanding Spanish is a plus.

Salary and Benefits:

\$100,000 - \$140,000 annually, depending on experience. Benefits include enrollment in the NYS Retirement System paid by the Library, health and dental insurance net of employee payroll contributions, paid vacation time based on years of employment, paid holidays and sick days.

The Library is an equal opportunity employer.

To Apply:

Please submit a cover letter, and resume to Mrs. Veronica O'Connor, President, Port Chester-Rye Brook Public Library, 1 Hasco Avenue, Port Chester, NY 10573 or by email at boardpresident@pcrblibrary.org. In your cover letter, we encourage you to share (1) how your experience and values align with our mission and (2) your vision for a public library in the second quarter of the 21st century.

Application deadline: September 30, 2025