

Job Posting: Library Administrator

Location: Purchase Free Library, Purchase, NY

Job Type: Part-time

Salary: \$22~\$24/hour

Join Our Team as a Library Administrator!

Are you an organized, community-focused professional with a passion for library services? Purchase Free Library is seeking a dedicated and detail-oriented **Library Administrator** to oversee the daily operations of our library, manage administrative and financial tasks, and work closely with the Board of Trustees to ensure the library meets the needs of the community. This is not a professional librarian position but requires strong organizational, administrative, and leadership skills to maintain and improve library services.

Key Responsibilities:

Financial Management:

- Collaborate with the Board of Trustees to develop and manage the annual budget.
- Maintain financial records, process invoices, and manage petty cash.
- Administer payroll, oversee grant opportunities, and track library revenues and expenditures.
- Work with the Library Bookkeeper and Board Treasurer to ensure accurate financial reporting.

Administrative & Operational Oversight:

- Act as the primary liaison between the Library and the Westchester Library System.
- Prepare statistical and narrative reports, including the annual expenditures and circulation reports.
- Oversee library property maintenance and coordinate necessary repairs.
- Support clerical staff and assist at the circulation desk as needed.

Collection & Program Development:

- Oversee the selection, acquisition, and weeding of library materials.
- Develop and evaluate long-term library service plans to meet community needs.
- Manage the library's website, mailing lists, and outreach initiatives.
- Perform cataloging, reference services, and database searches as needed.
- Stay informed of professional developments and best practices through training and workshops.

Staff & Personnel Management:

- Create and manage staff schedules.

- Train and supervise library employees, conducting performance reviews.
- Enforce personnel policies and provide recommendations for hiring.
- Conduct staff meetings and ensure smooth team operations.

Qualifications:

- **Education:** Bachelor's degree from a regionally accredited college or university.
- **Skills & Experience:**
 - Strong administrative, organizational, and financial management skills.
 - Proficiency in library computer systems, office software, and audiovisual equipment.
 - Ability to supervise and train staff, plan programs, and manage community outreach.
 - Strong written and verbal communication skills.
 - Leadership and interpersonal skills to engage with staff, patrons, and community organizations.

Why Join Us?

At Purchase Free Library, we are more than just books—we are a vital part of the community, providing education, connection, and enrichment. This position offers a unique opportunity to shape the library's future, collaborate with dedicated staff, and make a meaningful impact on the people we serve.

How to Apply:

Interested candidates should submit a resume, cover letter, and references to MHMLLP@aol.com. Purchase Free Library is an equal-opportunity employer. We encourage applicants from all backgrounds to apply.