

PURCHASE FREE LIBRARY – LIBRARY ADMINISTRATOR – PART-TIME

GENERAL STATEMENT OF DUTIES: Serves as head of the library reporting to the Board of Trustees (Board); does related work as required and requested by the Board.

DISTINGUISHING FEATURES OF THE CLASS: This is not a professional librarian's position but it involves responsibility for providing library functions and performing administrative tasks for a small community. The position involves carrying out policy as determined by the Board and standard practice. In addition, incumbent works with the Westchester Library System librarians in planning and implementing library services. Direct supervision is exercised over other library personnel.

RESPONSIBILITIES:

Financial:

- Collaborate with the Board of Trustees to develop the annual budget.
- Administer the collection of Library revenues including recording any income with associated documentation, e.g., copies of checks, deposit slips, etc., in the library's accounting software program in a timely fashion for review by the Library Bookkeeper and Board Treasurer at the end of each month;
- Administer the Expenditures of Library funds under the direction of the Board in line with the approved annual budget including recording any expenditure with associated documentation, e.g., invoices, etc., in the Library's accounting software program in a timely fashion for review by the Library Bookkeeper and Board Treasurer at the end of each month:
- Manage petty cash and purchase of Library supplies;
- Process invoices, i.e., confirm receipt of goods and services and confirm charges are correct, and process credits to ensure they are applied to the subsequent invoice from the supplier or request a check and record in the Library's accounting software program in a timely fashion. The Treasurer of the Board, or another authorize signer, will pay any invoices due for payment in the queue on a weekly basis;
- Meet monthly with the Library Bookkeeper and the Board Treasurer to answer any questions and confirm budget position;
- Submit weekly payroll to payroll processor and distribute bi-monthly pay statements to employees after reviewing and confirming that accompanying documentation is correct. Record reported expenses and associated documentation in the Library's accounting software program on a bi-monthly basis. Note and take action on any directive issued by processor. Share with the Board if notification is in regard to any changes in process;
- Research grant opportunities for the Library.

Administrative:

- Attend Board of Trustees meetings
- Work at the front desk when needed
- Act as liaison between the Westchester Library System and the Board
- Prepare statistical or narrative reports as needed or required by the Board including the annual expenditures report and circulation report;
- Supervise the maintenance of Library property and recommend repairs;
- Support the clerical staff as needed.

Collection and Resources:

- Administer policies on the purchase and weeding of Library materials including the selection of materials for acquisitions using standard review sources and library system aids;

- Develop long-range plans for Library service development. Evaluating the effectiveness of the Library's services and programs in relation to the changing needs of the community;
- Recommend changes or additions for new services, policies, and personnel to the Board for approval;
- Perform original cataloging and classification and record editing;
- Perform Westchester Library System on-line database searches and search training;
- Perform simple informational, reference and referral services;
- Administer the Library's website, electronic mailing list, display cabinet and direct mail list to distribute informational material to residents and other community members to describe what, where and when program services are available to the community;
- Keep informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;

Personnel

- Provide the monthly staffing schedule;
- Train Library employees and supervise their work;
- Administer personnel policies established by the Board, evaluate staff members and provide semi-annual performance reviews and interim reviews as needed;
- Provide a recommendation in the hiring of support staff;
- Conduct staff meetings;

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Working knowledge of library services and procedures; Working knowledge of library materials and their use, ability to use library computer and audio visual equipment, ability to carry out library policies and procedures, ability to train library staff, ability to plan, coordinate and supervise the work of others, ability to exercise leadership and motivate others, ability to establish working relationships with community organizations, ability to express oneself clearly both orally and in writing to groups and individuals, skill and accuracy in the performance of technical library tasks, tact and courtesy in dealing with staff and public, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE:

Bachelor's Degree from a regionally accredited college or university or one recognized by the New York State Department of Education as following acceptable educational practices.

Salary Range: \$22-24 per hour

Interested individuals should send a cover letter and resume to mhmlp@aol.com. In the subject line, include the heading: Purchase Free Library – Library Administrator.

The Purchase Free Library is an Equal Opportunity Employer and is fully committed to maintaining a workplace free of discrimination and harassment based on race, gender, religion, age, color, national origin, disability, sexual orientation, and other non-merit factors. All persons applying for employment and employed by the Purchase Free Library shall be afforded equal employment opportunity in initial employment and consideration for advancement.

09/2024