Library Director II -- Somers Library

The Director has overall charge of the library, while also taking an active part in providing library services. The position includes supervision of professional and clerical staff, and carrying out the broad policy as determined by the Library Board of Trustees. Some of the responsibilities include:

- Develop the library budget and supervises the expenditures of funds
- Administer grants
- Identify and secure other grant funding and additional revenue sources
- Conduct staff meetings
- Represent the library to the town board and departments, community groups, and Friends of the Library
- Work with the Town Board, Supervisor and Finance Department on budgetary issues
- Oversee the maintenance of Library property, repairs, alterations
- Oversee the construction of the new Teen Space working with Lothrop architects
- Provide staff and trustees links to appropriate professional development
- Prepare State and local statistical and narrative reports

Requirements:

- Knowledge of library administration practices, library technology
- Ability to plan and coordinate work of library employees
- Master’s Degree in Library Science from an ALA accredited school, plus 1 year experience in an administrative capacity
- Candidates must meet the minimum requirements for Library Director II as set by the Westchester Civil Service, or be eligible for transfer/reinstatement

Salary range $96,000 - $104,000

Somers Library is an Equal Opportunity Employer. Learn more about the Somers Library at https://www.somerslibrary.org/.

Please send resume and cover letter to Barbara Tepper, President of the Board of Trustees, email somtrustee1@somerslibrary.org