

Job Title: Library Director – Tuckahoe Public Library

Location: Tuckahoe, NY

Employment Type: Full-Time, Civil Service – Library Director I

Reports to: Library Board of Trustees

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## Overview & Mission Alignment

The mission of the Tuckahoe Public Library is to be the heart of the Tuckahoe community. We partner with our diverse community members to connect them to factual information, quality resources, outstanding programs, and essential services to support life-long learning and cultural enrichment.

The Library Director leads this work by managing all aspects of library operations in collaboration with the Library Board, staff, and community to ensure the library continues to fulfill its mission and realize its vision. The Director plays a key role in shaping the library's future through strategic planning, community engagement, and responsible stewardship.

This is a Library Director I position as classified by Westchester County Civil Service.

## 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, and support effective governance.
- Supervise and support a team of library professionals and support staff - four full-time staff in addition to part-time librarians and clerks to support library service. Maintain a positive work culture.
- Serve as the public face of the library and advocate for its role, funding, and impact within the community and beyond.

### Financial & Administrative Management

- Develop the annual budget and oversee all fiscal operations, including payroll and vendor payments.
- Apply for and administer grants; pursue additional funding through state agencies, private foundations, and community-based sources.

- Prepare monthly reports for the Board, annual reports for New York State, and other required documentation.
- Collaborate with the Friends of the Tuckahoe 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 formats.
- Champion a wide range of programming—virtual and in-person—for all ages, aligned with the library's educational and cultural goals.
- Guide technology adoption and service innovation to meet evolving patron needs.

Responsible for other duties and responsibilities as needed.

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#### Eligibility:

Interested candidates must be on the Westchester County Civil Service eligible list for the title "Library Director I", or qualified to participate in the Westchester County Civil Service Examination for "Library Director I", or be eligible for reinstatement/transfer for "Library Director I".

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#### Salary and Benefits:

\$90,000 - 105,000 annually. Benefits include NYS retirement system, health/life/disability insurance, and paid time of

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#### To Apply:

Please submit a cover letter, résumé to [board@tuckahoelibrary.org](mailto:board@tuckahoelibrary.org). In your cover letter, we encourage you to share how your experience and values align with our mission of being “the heart of the Tuckahoe community.”

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