

Library Director I, North Greenbush Public Library, Wynantskill, NY

The North Greenbush Public Library in Wynantskill, NY, a Special Legislative District Public Library located in eastern Rensselaer County, seeks an energetic community builder and change agent for the position of Library Director I.

Serving a population of approximately 13,000, the North Greenbush Public Library is governed by an eleven-member elected board of trustees and is a member of the Upper Hudson Library System. The library shares space in the Town of North Greenbush Municipal Building, and enjoys strong community support with over 3,000 cardholders and annual circulation of over 100,000 items. The Board is looking for a Director who can work together with the Trustees, our experienced staff, and an active Friends group to continue the growth of this vibrant community resource.

The Library Director reports to the Board of Trustees and holds primary responsibility for the operation and management of the Library. Along with regular customer service responsibilities, other duties include collection development; service and program planning and management; budget development and management (QuickBooks currently in use); scheduling and supervision of staff and volunteers; public relations, social media, and community outreach; fund raising; and grant writing. The ideal candidate will be able to demonstrate strong organizational skills and a vision for public library service that engages the community through educational, cultural, and outreach programs and services.

The Library Director I position is a Civil Service position (Rensselaer County Civil Service Commission, RCCSC). A candidate that is on the current RCCSC Certification of Eligibles for Library Director I is eligible to receive a permanent appointment to the position. A candidate that is not on the current Certification of Eligibles will receive a provisional appointment to fill the position until a selection and permanent appointment can be made after competitive examination. Provisional appointees are subject to apply and take the examination when offered, pass, and be “reachable” on the RCCSC eligibility list.

All candidates for the position are required at the time of appointment to:

- Hold a Master’s Degree in library science from a library school that is accredited by the American Library Association or registered by the New York State Education Department; and
- Have at least two (2) years of satisfactory professional library experience in a library of recognized standing, which must include some supervisory and administrative duties; and
- Possess a current New York State Public Librarian’s Professional Certificate from the New York State Education Department; and
- Demonstrate legal residence in Rensselaer, Albany, Washington, Saratoga, or Columbia Counties for at least four months immediately preceding the date of appointment.

The annual salary is \$53,000, but may be higher based on the selected candidate’s skills and experience. The work schedule is 37.5 hours per week, and will include one evening each week. The Library participates in the New York State Retirement System. Employees with 0 - 4 years of service with the Library receive one (1) week paid vacation per calendar year.

Candidates meeting the minimum qualifications are requested to email a cover letter, resume, and the names and contact information of three professional references to ngpldirector@gmail.com. A Job Description providing additional information on the North Greenbush Public Library and the responsibilities associated with the position of Library Director is available at <https://www.northgreenbushlibrary.org/>.

Application review will begin on January 31, 2019, and continue until the position is filled.

Prepared on January 10, 2019