

**Tupper Lake Public Library, AKA Goff-Nelson Memorial Library  
is looking to fill one of the following titles:**

**Library Manager or Library Director I**

The Tupper Lake Public Library, AKA the Goff Nelson Memorial Library, is seeking a creative, dynamic, and inspiring new **Library Manager or Library Director I**. A school district public library in the beautiful Adirondack mountains, with an annual operating budget of around \$255,000, the Goff Nelson Memorial Library serves a community of nearly 6,000 residents and is home to a collection of more than 40,000 items housed in a terrific midcentury building. The library plays a central role in community life and is looking for the right candidate who can uphold and grow this commitment to the community. To that end, the successful candidate will be able to work with the Board to draft a new strategic plan for the library.

**Salary and Benefits:**

Salary range of \$48,000-\$52,000 based upon experience. Membership in NYS Retirement system, health insurance contribution, paid holidays, personal leave, and sick leave.

**To view complete job description and qualifications for either position, please scroll to the end of the recruitment announcement.**

**Interested Candidate must submit the following:**

- 1) **Completed Civil Service Application**
- 2) **Cover Letter and Resume**
- 3) **3 References**

***\*Residency is Waived\****

**Please submit all required documentation above to:**

Board President, Mike Farkas @ [m.tplke@yahoo.com](mailto:m.tplke@yahoo.com)

The Tupper Lake Public Library is an equal opportunity employer.

Jurisdictional Class:   C  

Location: Goff Nelson

Fr. Cty. Grade:   N/A  

Revised:   *BN*  

Date:   3/22/19  

## **LIBRARY MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** Serves as head of library serving a population from 2,500 to 7,499. This position involves responsibility for simple library functions and administrative tasks. The work involves carrying out library policy as determined by the library board and standard practice. Also works with Public Library System Librarians in planning and implementing library services. Direct supervision is exercised over other library personnel.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Selects materials for acquisitions using standard review sources and library system aids;

Performs simple informational, reference and referral services and directs complex questions to the central library or system;

Recommends building repairs and alterations;

Conducts library programs on subjects of community interest;

Works with system Librarians to evaluate the effectiveness of the library's services in relations to the changing needs to the community;

Recommends changes or additions in library services to the board;

Administers personnel policies established by the board;

Prepares preliminary budget estimates for the board;

Represents the library at community and group meetings;

Recommends and administers public relations programs;

Administers polices on the purchase and weeding of library materials;

Attends library system workshops and professional meetings;

Provides technical assistance to library patrons with the use of updated technical equipment (computers, iPad, online searches, eBooks, audio books, etc...);

Conducts staff meetings;

Recommends appointments, promotions and disciplinary actions.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** 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 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 effective 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.

**MINIMUM QUALIFICATIONS:** <sup>1</sup>

For populations served between 5,000 and 7,499 a Bachelor's Degree from a regionally accredited college or university, or one recognized by the NYS Education Department as following acceptable educational practices;

For population serving 2,500 to 4,999 a completion of two years of college (60 credit hours) from a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable practices.

<sup>1</sup> For populations below 2,500 the regulations do not specify a requirement. The qualifications for directors of libraries serving populations between 2,500 and 7,499 do not require a professional library degree. Requirements are listed in Commissioners Regulations 90.8.

Jurisdictional Class:  C

Location:  Libraries

Fr. Cty. Grade:  N/A

Revised:  

Date:  10/22/18

## **LIBRARY DIRECTOR I**

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent of this position has overall charge of a library and is also a major provider of professional library services. This may be the only professional position in the library. Supervision is exercised over other library personnel. Works under general supervision of the Library Board of Trustees. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans and implements library programs for patrons of all ages;

Develops the library budget to include oversight of grant writing and administration, the annual budget meeting and annual public vote on same;

Administers the expenditures of library funds and provides oversight of library revenue;

Develops long range plans for library service development, evaluating the effectiveness of the library's services and program;

Recommends new services, policies, and personnel actions to the Library Board for approval;

Supervises the work of library employees and maintains employee records;

Administers personnel policies, prepares and/or reviews performance evaluations of staff members, hires support staff;

Prepares state, local and other statistical or narrative reports as needed or required;

Performs collection development by choosing library materials in appropriate formats;

Consults with Library System staff for assistance in library issues as necessary;

For libraries working within a school district, consults with School Business Administrator and School Personnel Office regarding library budget and staffing;

Oversees public relations and the production of library materials;

Represents the library before governmental agencies and community groups;

Supervises the maintenance of library property and recommends repairs and new construction;

Maintains insurance and warranty policies, making timely insurance recommendations to the Library Board;

Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;

Supervises daily tasks at the library and handles patron issues;

Performs other duties as assigned.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Good knowledge of the theories, procedures, materials and sources of library science; good knowledge of library organizations, procedures, policies, aims and services; good knowledge of the applications of computer technology to library operations; good knowledge of library materials and collection development issues; good knowledge of on-line database systems; ability to formulate questions, analyze problems, and carry out decision making process; ability to carry out library policies and procedures; ability to train and supervise library staff; ability to plan and coordinate the work of others; ability to read and comprehend library literature and research studies; ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to establish effective working relationships with community organizations; tact and courtesy.

**MINIMUM QUALIFICATIONS:** A Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices and a minimum of two (2) years professional library experience.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:** Eligibility for a New York State Public Librarian's Professional Certificate at time of application. Possession of certificate at time of appointment.