

PERRY PUBLIC LIBRARY

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Make It Part of Your Day

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Library Director Job Description

The library director, under direct supervision of the Board of Trustees, is responsible for all managerial, administrative and financial management of the Perry Public Library. The library director also oversees all library collection and service.

Specific duties include the following:

- Provides leadership and overall management for the library.
- Coordinates, develops, and supervises all other library services.
- Directly supervises circulation services, including all collection development.
- Responsible for facilities management. Works in conjunction with the Board to maintain a safe, secure and inviting library space.
- Promotes the library and library programs as feasible.
- Maintains a positive relationship with other community organizations, including the Friends of Perry Public Library.
- Represents the library at appropriate local, state, and national professional meetings.
- Maintains a relationship with the Library Board, including attending monthly board meetings, preparing financial and activity reports as needed.
- In conjunction with the Board, prepares and maintains a yearly budget for the library. If necessary, oversees the public budget and trustee vote.
- Seeks out and applies appropriate grant funding. Coordinates grant funds and projects.
- Develops plans for the library's future, including annual reports and a long range plan.
- In conjunction with the Board, develops annual goals to support the library's mission statement.
- Oversees development and implementation of library policies and procedures in collaboration with library staff and the Library Board.
- Prepares and presents other information for local, state, and national agencies relative to library services.
- Participates in the hiring process for library faculty and staff openings.
- Responsible for supervision, development and evaluation of all full and part-time library staff.
- Pursues professional growth and development as feasible.
- Performs other tasks and duties as assigned by the Board.

Board Approved 4/3/2017

Qualifications: Master's Degree in Library or Information Science from an ALA accredited university. Professional library experience preferred. Eligibility for a New York State Librarian Certification. The job is subject to Civil Service requirements.