

PERRY PUBLIC LIBRARY

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Jessica DeMarte, Interim Director

Make It Part of Your Day

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Interim Director Job Description

The interim 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 interim 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 including children's and young adult services of the library.
- Directly supervises circulation services including all collection development.
- Supervise and train clerks for tasks related to the children's/YA areas.
- Provide updates to all staff and board members on library materials, issues and services for children and young adults.
- Maintains all financial records in accordance with local, state and federal laws.
- Responsible for facilities management. Works in conjunction with the Board to maintain a safe, secure, and inviting library space.
- 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.
- Management of current grant funds and projects.
- Oversees development and implementation of library policies and procedures in collaboration with library staff and the Library Board.
- 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.
- Maintains records as required by the state.
- Pursues professional growth and development as feasible, including library service to children and young adults, as well as current library trends.
- Promotes the library and library programs as feasible.
- Plans, schedules, and oversees programming for all ages as feasible.
- Performs other tasks and duties as assigned by the Board.

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