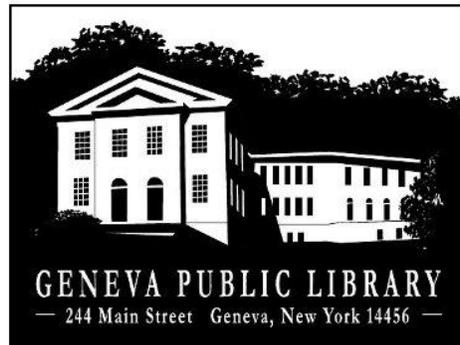


LIBRARY DIRECTOR III- GENEVA (NY) PUBLIC LIBRARY

Anticipated start date: September 2022



The Board of Trustees of the Geneva (NY) Public Library (GPL) seeks an energetic, well organized, problem solving director to manage and enhance our busy library, which serves as the Central Library of the Pioneer Library System (PLS).

Located in eastern Ontario County in the heart of the Finger Lakes, Geneva is a city offering many opportunities for recreation, culture and growth in a vibrant small city setting. Both Rochester and Syracuse are within an easy drive. Many wineries, Montezuma National Wildlife Refuge, the Waterloo Premium Outlets, Seneca Lake State Park and CMAC are all located nearby. The Library collaborates with Hobart and William Smith Colleges, Finger Lakes Community College, and the Smith Center for the Arts to offer educational and cultural opportunities for the Geneva Community.

Essential Duties of the Position

Under oversight from the Library's Board of Trustees, the Library Director serves as the executive administrator of the Library. Their primary responsibility is for the overall operation of the Library including, but not limited to,

- Financial, facilities, and personnel management.
- Planning, implementing, and evaluating library services.
- Promoting community visibility and library outreach.
- Developing and maintaining relationships with the Pioneer Library System and its member libraries.

Under the current Library organizational chart, the Library Director directly supervises the following positions: Youth Services Librarian II, Reference and Technology Librarian I, Part-time Finance Clerk, Library Assistant (Administrative), the Adult Services Library Assistant II, the Marketing Library Clerk, and the Cleaner.

The civil service job description and current Library Director's professional development plan are available online at <https://www.genevapubliclibrary.net/employment-opportunities>.

A Successful Candidate Will Bring:

- Excellent organizational, interpersonal, problem-solving and project management skills.
- A commitment to providing high-quality service in a constantly changing public library environment.
- A demonstrated experience in making and managing public library budgets.
- Strong commitment to community relations

Education and Experience

[Ontario County may have updated guidance on the minimum qualifications listed below]

- A Master's Degree in Librarianship from a library school accredited by the American Library Association and recognized by the New York State Education Department as following acceptable education practices.
- Six (6) years of post MLS professional library experience.

Compensation and Benefits

- The salary range is \$60,000 to \$75,000 based on experience and qualifications.
- 35 hour work week.
- 238 hours of PTO awarded yearly (prorated based on hire date).
- Library subsidized health insurance.
- NYS Retirement System, optional NYS Deferred Compensation Plan.
- Additional benefits detailed in Library's Personnel Policy.

Applicant Instructions

Qualified applicants must

1. Apply for the Library Director III Ontario County Civil Service exam by **July 13, 2022 (7/13/2022)**. *Please see the attached exam announcement.*
2. Take the exam during **August 1, 2022** and pass with an eligible score.
3. Submit a professional resume, cover letter, and references to gplboardpresident@pls-net.org
4. Participate in the interview process with the Library's Hiring Committee.

This will be a probationary appointment. The candidate will be eligible for permanent status after one year of employment.