

## **Position Description**

### **Position: Library Director**

The Ulysses Philomathic Library, located in Trumansburg, New York, is seeking a dynamic and innovative leader who is forward-thinking and values transformative library experiences, is committed to shared decision-making and will inspire and empower a creative, dedicated, and enthusiastic staff, a visionary who plays an active role in the community and advocates for library services for this small, but diverse community.

#### **OVERVIEW :**

- The director is responsible for the operation of the Trumansburg library, its programs and services and supervises staff and volunteers.
- The director prepares annual budgets, oversees recordkeeping, and reports regularly to the Board. The director also prepares and monitors funding requests for public and private grants.
- Under the direction of the Board of Trustees, the director ensures that the operations of the library conform with policies established by the Trustees and the New York State Library.

#### **MINIMUM QUALIFICATIONS :**

- Master's Degree in Library or Information Science and eligibility for a New York State Professional Librarian Certificate, plus two years of successful public library leadership experience.
- Applicant should have excellent oral and written communication skills and be able to establish effective working relationships with staff, volunteers, the Board, local schools and the general public, conduct public outreach and serve as spokesperson for the library.
- Applicants should have up-to-date knowledge of information technologies and their application to the public library setting.

**COMPENSATION :** This is a full-time salaried position requiring the director to adapt to a flexible work schedule for events, programs, and meetings that involve some evenings and weekends. Salary level will be commensurate with qualifications and experience and will be competitive with libraries in the Finger Lakes Library System.

**APPLICATION :** Interested applicants should submit cover letter, application (available online at [www.trumansburglibrary.org](http://www.trumansburglibrary.org) ), and resume addressed to:

Cynthia Mannino, Search Committee Chair  
Ulysses Philomathic Library  
PO Box 655  
74 East Main Street  
Trumansburg, NY 14886

Applications will be considered as they are received. Deadline: October 7, 2017.  
The Ulysses Philomathic Library is an equal opportunity lender, provider, and employer.