

The Amenia Free Library Association is seeking an energetic, career minded Library Director to lead our Library into the future. The Amenia Free Library, as a member of the Mid-Hudson Library System, serves the Town of Amenia, New York, a community of 4,000 residents bordering Connecticut in the Foothills of the Berkshires. A former farm community which had a large NYS institutional employer, Amenia is evolving into a community that includes not only the local workforce, but also has become a magnet for those looking to enjoy the natural beauty and lifestyle of an up and coming rural destination. The luxury Silo Ridge Field Club, Troutbeck Inn & Conference Center, and the Wassaic Project Art Center are among the recent additions to the fabric of Amenia. The Library Board has engaged a Design Engineering firm and an Architect to facilitate expansion from our present 880 sq. ft. WPA built library to a modern 2800 sq. ft. facility, while maintaining the charm that has served us so well since the 1930s.

The ideal candidate will demonstrate from her/his previous positions, education, and experience the ability to be the face of the Library and to assure the effective utilization of Library resources. The candidate will desire to meet and serve the public as well as having knowledge of computers and data communications in regards to Library Applications and needs.

Responsibilities are to:

Lead and supervise the day-to-day operations of a small library staff, services, and facility.

Ensure policies and procedures developed in conjunction with the Board of Trustees are maintained.

Prepare monthly reports to the Board of Trustees including statistics and summary of projects and activities.

Attend training and conferences within the Mid-Hudson Library System.

Maintain a positive environment for both the Public and Staff and be responsible for the Facility.

Plan, organize, coordinate, and direct a program of library service.

Evaluate the effectiveness of library services in relation to the changing needs of the community.

Manage, procure and evaluate the library's diverse collections to reflect the community needs.

Recommend and administer public relations programs.

Represent the Library at community activities and events.

Participate in planning a sustainable funding strategy including all annual fundraising efforts.

Identify and seek grant opportunities that may benefit the library.

Serve as the library's public face in the community, expand the library's community outreach, and promote the library's visibility and connections with the community.

Oversee and maintain library website.

Work in partnership with the Board of Trustees to develop and implement the library's long range plans and goals.

Qualifications:

Previous experience in library management.

Experience with computer technology and electronic resources.

Excellent interpersonal and communication skills, both verbal and written.

Experience working with volunteers and Friends group and a Board of Trustees.

Knowledgeable of principles and practices of library functions, and open to new trends and innovations in field of library management.

While a Bachelor's Degree or Master's Degree in Library Science from an ALA accredited library school is preferred, NYS education law CR 90.8 requires at least two academic years of full time study in an approved college or university, or its equivalent for a Library Director within the Amenia service population.

Salary and benefits are negotiable and competitive with area libraries of like size. A regular work week of 32 – 35 Hours is anticipated.

To apply:

Please send cover letter and resume electronically to Alan Gamble, President, Board of Trustees agamble48@gmail.com. Hard Copy application may be mailed to Amenia Free Library, PO Box 51, Amenia, NY 12501, and marked "Director Search". Applications are due by February 9, 2018.