

The Berne Public Library Board of Trustees seeks a **Library Manager/Director**, who is an exceptional leader and who demonstrates commitment to the public library's excellent service to the local community.

With a dedicated staff of part time employees, volunteers, and an active Friends group, the Berne Public Library is a municipal library serving a small town of about 2,800 residents in Berne, NY. The Berne Public Library is part of the Upper Hudson Library System (UHLS). Berne is located about 25 miles southwest of Albany. Additional information may be found at www.BernePublicLibrary.org

RESPONSIBILITIES: The ideal candidate will be an energetic and creative leader and have the skills and experience to plan and implement services and programs, and inspire community support. The Manager reports to the Board of Trustees. Primary responsibilities of this position include:

- Develop and manage library programs, seeking and responding to input from the community.
- Project a positive image of the library, with a focus on providing exceptional service.
- Partner with fellow library directors/managers, community members and organizations.
- Explore opportunities for additional funding and pursue grants.
- Perform management duties including outreach, personnel, budgeting, collection development, social media, facilities management, and information services in accordance with policies developed by the Board of Trustees.
- Work cooperatively with patrons, schools, businesses, municipal entities, Friends, staff and community groups in the area with courtesy, tact, and effective communications.
- Advise and work closely with the Board on all library matters and keep the Trustees informed of relevant issues.

REQUIRED QUALIFICATIONS: Completion of sixty (60) credit hours from a regionally accredited or New York State registered college or university and one (1) year of professional experience in administering not-for-profit, government, education, human services or library services. Equivalent volunteer work in a library can be substituted for professional experience.

Candidates should have experience and/or knowledge of library-driven technology services.

After provisional appointment, the candidate must pass the civil service exam for Library Manager and finish in the top three.

SALARY: \$16.81/hour and contributions to NYS Retirement System

HOURS: 15+ hours per week on a flexible schedule

DEADLINE: February 5, 2018. Qualified, interested individuals should email a cover letter, resume, and three professional references to the search committee at bradyj@BernePublicLibrary.org