

Library Manager – Town of Westerlo, NY Public Library

Part-time Position (20-24 hours/wk)

The Town of Westerlo Public Library is seeking a multi-faceted, energetic, collaborative, team-oriented person to fill the Full Charge Library Manager position. Westerlo is a small, close-knit rural community located in Southern Albany County. The Library has a well-trained staff, an active and involved Board of Trustees, and supportive patrons.

Minimum Qualifications

- Completion of sixty (60) semester credit hours from a regionally accredited college and one 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.

Duties of Library Manager

- Selects materials for acquisitions using standard review sources and library system aids
- Performs simple informational, reference and referral services and directs complex questions to the Central Library System
- Recommends building repairs and alterations
- Conducts library programs on subjects of community interest
- Responsible for all library purchases and submitting accounts payable claims to the Town for payment.
- Recommends changes or additions in library services to the board
- With the assistance of the UHLS, will be responsible for maintaining upkeep of computer system, including updating programs and troubleshooting computer issues.
- Prepares preliminary yearly budget estimates for the board; represents the library at community and group meetings
- Researches, recommends and administers public relations programs
- Administers policies on the purchase and weeding of library materials
- Attends library system workshops and professional meetings
- Manages staff and staff schedules
- Keeps the Board of Trustees informed of any problems, issues or concerns affecting the library.

Interested candidates should send a resume, letter of interest and three professional references to: Westerlo Public Library, Attn. Lili Starna, PO Box 267, Westerlo, NY 12193-0267 or by email to westerlo2010@aol.com. Applications will be accepted until August 20, 2010. The anticipated start date is September 13, 2010. The chosen candidate will be required to complete a “Training and Experience Questionnaire” when offered by Albany County Civil Service and be reachable to continue holding the position. Salary commensurate with experience and eligibility. Serious inquiries only please.