Library Director I – Cohoes Public Library, Cohoes, NY

The Cohoes Public Library seeks an enthusiastic, energetic, community invested librarian to serve as Library Director. Working with the Board of Trustees, the City of Cohoes, and local stakeholders, the director provides leadership in providing high quality, 21st Century library services to our diverse community.

Serving a growing population of more than 16,000, the Cohoes Public Library is a municipal public library and a member of the Upper Hudson Library System. The library has a collection of approximately 30,000 print and physical media materials, plus more than 64,000 digital items in a shared system-wide collection on the Overdrive platform. The library’s 2018 circulation totaled 22,880 items and the library provides a variety of programming for all ages.

The director reports to a nine member Board of Trustees and works closely with the City of Cohoes. The director has primary responsibility for the operation and management of the library, collaborates with the Library Board on the annual budget request to the City of Cohoes, and serves as the principle representative of the library in the community. Specific job activities include, but are not limited to: personnel administration; budget oversight; collection development; customer service; program planning and implementation, particularly for children; implementation of technology to enhance library services; and marketing/public relations. The library board also encourages and supports the library director’s participation in regional and statewide professional activities.

The Library Director I position is a Civil Service position. This is a provisional appointment pending Civil Service examination of training and experience. Prior to appointment, the successful candidate will be required to submit a completed Civil Service application.

Minimum qualifications include possession of a Master’s degree in librarianship from a library school accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices; AND one year of satisfactory professional library experience. Eligibility for a New York State Public librarian’s certificate at the time of application is required and possession of the certificate is required at the time of appointment.

The Library Director’s annual salary will be $40,000-$45,000 based on the selected candidate’s skills and experience. The generous compensation package also includes health insurance and participation in the New York State Retirement System.

Qualified applicants should submit a cover letter, resume, and contact information for three professional references to the Search Committee via email to directorsearch@cohoespubliclibrary.org.

Application review will begin on May 8, 2019 and continue until the position is filled.