

The **Greenwood Lake Public Library** is seeking a motivated and engaged leader to fill the position of Library Manager in our school district public library located in lower Orange County NY. This is an Orange County Civil Service position so candidates must be able to match all requirements according to those guidelines. To view those requirements, please click or copy and paste this link into your browser.

[Library Manager Orange County New York](#)

The library serves a community of almost 6,000 residents and holds maintained and current collections in diverse and in-demand formats. Our progressively renovated library building, ever emerging services and patron-oriented staff all play a prominent role in our community. The BoT is seeking a leader who will continue and strengthen our commitment to the residents of Greenwood Lake. The successful candidate will have great communication skills with patrons and staff members alike. That person will also have strong skills related to technology and library organization knowledge.

#### **Salary and Benefits:**

- Salary range: **\$58,000-\$63,000**, based on experience
- Health insurance coverage provided in full
- Paid holidays, generous vacation, sick time and personal time
- Contributions to privately managed retirement accounts

#### **Main Roles and Responsibilities:**

- Oversee the planning and implementation of library programs for patrons of all ages
- Work with the Treasurer and Board of Trustees (BoT) to develop the library budget, including grant writing, administration, and the annual public vote
- Oversee and approve/disapprove expenditures and track and oversee revenue
- Develop long-range plans for library service development and evaluate program effectiveness
- Recommend new services, policies, and personnel actions to the BoT
- Supervise staff, train supervisors and maintain personnel records
- Collect and collate data to prepare state, local, and other required reports
- Oversee collection development
- Participate in library advocacy on local and state levels

- Work with the Human resource admin and BoT to stay abreast of changing laws and progressive policies

**Minimum Qualifications:**

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with Master's Degree in Library Science; OR;

(B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree and two (2) years of paid library experience in a clerical or technical capacity

**To Apply:**

Interested candidates should submit a **cover letter, resume, and three professional references** to:

[BoardofTrustees@gwllibrary.org](mailto:BoardofTrustees@gwllibrary.org)