

JOB TITLE: LIBRARY DIRECTOR I – Full Time

CLASSIFICATION: COMPETITIVE

SALARY RANGE: \$55,000 - \$65,000

The Newfane Public Library is seeking a full-time innovative, imaginative Library Director.

SUMMARY:

Under the direct supervision of the public library board of trustees, the library director is responsible for the operations of the library and the development and implementation of services, including: (A) assisting the board with long-range planning and policy development (B) collection development (C) designing and implementing services and programs for users of all ages; and (D) overseeing the maintenance and safety of the library building and grounds. The library director hires and supervises all staff and volunteers who work in the library.

The Newfane Public Library is located in the heart of Newfane, a town of approximately 9,300, located on the shores of Lake Ontario in Niagara County. History, parks, waterfront activities, festivals and music make this area special. The public library is an essential part of this community.

MINIMUM QUALIFICATIONS

- A Master of Library Science (MLS) from a university that is accredited by the American Library Association.
- Eligibility for a New York State Public Librarian's professional certificate at the time of application.
- Possession of certificate at time of appointment.
- Two (2) years of satisfactory professional public library experience with 2 years supervisory experience.

ADMINISTRATIVE DUTIES

- Implements the policies of the Library as established by the Board of Trustees.
- Recruits, hires, supervises and evaluates library staff in conformity with library policy and any applicable Niagara County Civil Service regulations.
- Prepares library board meeting agendas and necessary board reports in cooperation with the library board president.
- Prepares State Annual Report for review and approval by the Library Board of Trustees.
- Informs and advises the Library Board as to local, regional, state and national developments in the library field.
- Develops a planning process for a strategic plan that involves community members in the planning process to ensure services and programs support the Newfane community and its goals.
- Works to maintain communication with area libraries, schools, the library system and other

library
organizations.

SERVICE AND SERVICE PROMOTION

- Develops, oversees and executes an array of programs to address the various needs of patrons and to make the library accessible to all. In addition to regular programming, these might include tours of the library for schools, daycares and homeschooling groups, interesting educational or cultural displays, book discussion sessions and story times.
- Prepares grant applications when grant opportunities are available, in order to supplement local funding of library operation.
- Develops and guides local volunteer groups (e.g., Library Friends) who wish to help with library fundraising and enhancement of services.

COLLECTION MANAGEMENT

- Selects materials for all age groups based on community needs and the library's collection development policy.
- Develops and maintains a regular weeding schedule.

FACILITIES MANAGEMENT

- Oversees the care and maintenance of the library building and grounds.
- Regularly reviews building needs and advises the board of trustees in planning for future expansion or development.

ESSENTIAL SKILLS

- Excellent interpersonal skills.
- Ability to effectively communicate ideas and information in both oral and written form.
- Tech savvy - easily adapts to new tools and processes.
- Ability to locate and retrieve online information from reliable sources.

Please submit resume with references and cover letter
to newfanelibrary@nioga.org by **October 16, 2026**