

Cohocton Public Library Job Description

Job Title: Library Director

Job Description: Manages the daily operations of the library to ensure patrons have what they need to learn and to explore areas of interest.. Duties include, administrative tasks, clerical work, programming, supervising and managing staff and attending to the needs of the public. Report to the Library Board of Trustees.

Duties and Responsibilities:

- Organize and manage the operations of the library facility
- Manage staff and volunteers
- Assist patrons in conducting research and locating resources
- Create education programs for different age groups
- Purchase new materials and supplies
- Plan and coordinate programs for the public to increase library awareness
- Grant applications and implementation
- Prepare annual budget and annual report
- File tax cap paperwork and other required documents
- Reporting to NYS and Board of Trustees
- Help keep all areas of the library neat and tidy
- Perform other tasks as requested

Skills and Qualifications:

- Excellent organization and time management skills
- Strong computers and internet skills, including programs such as Word and Excel
- Attentive to detail
- Ability to familiarize, follow and implement policies and procedures of the library
- Ability to communicate effectively orally, in writing and by listening
- Physical and mental fitness and ability to work under pressure
- Ability to work independently without supervision

Educational Requirements:

- Graduation from high school or its equivalent

Hours:

- 30 hours a week

Approved by the Cohocton Public Library Board of Trustees February 2023