

KIRKLAND TOWN LIBRARY
JOB TITLE: Library Director
April 2026



Job Title: Library Director

Reports To: Kirkland Town Library Board of Trustees

General Statement of Duties: To support the mission and vision of the Kirkland Town Library. The Library Director is responsible for the overall leadership, management and operation of the Kirkland Town Library while adhering to and implementing the policies established by the Library Board of Trustees. The director will guide strategic planning, oversee daily operations, manage staff and finances, and serve as the public face and chief advocate for the library in the community. Both within the library and in the community at large, the director encourages and models excellent patron service and works toward achieving the library's mission and strategic plan.

An open, friendly and professional manner is essential, along with strong leadership and communication skills, sound judgment and a collaborative approach.

Responsibilities and examples of duties (illustrative)

Administration of Library Collections and Services:

- Participate in development of long-range plans responding to the changing needs of the community
- Develop and recommend policies for the operation of the library for approval by the Board
- Interpret and implement policies as approved by the Board
- Plan, supervise, evaluate and promote the delivery of library collections and services in conjunction with the library staff
- Oversee selection, acquisition, cataloging and maintenance of library materials, ensuring that the collection reflects the interest and needs of the community.
- Set collection and development budgets, and oversee collection development activities
- Maintain statistical records and prepare statistical and narrative reports to meet the needs and requirement of New York State, Board of Trustees, funding agencies and patrons
- Keep the Board fully and accurately advised of all facets of library operation, prepare Board reports and attend Board and Committee meetings
- Act as liaison to the Friends Committee

Financial Management:

- Direct and supervise the budgeting and expenditures of Library funds and the collection of Library revenues
- Prepare annual budget and present budget request to funding sources
- Review and approve library expenditures

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- Arrange for annual financial review and submit appropriate financial reports to Federal, State and other funding sources
- Develop and execute fundraising plans in conjunction with the Board and the Friends Committee
- Seek and secure diverse funding sources, including grants, philanthropic support and public funding. Oversee submission of proposals.
- Cultivate relationships with current and prospective funders and donors

Community Engagement, Advocacy and Outreach

- Represent the Kirkland Town Library at Mid-York Library meetings and regional library groups
- Develop strong working relationships with other community organizations, local schools and individuals supportive of the library's mission.
- Represent the Kirkland Town Library and its interests at local, regional, state and national levels

Personnel Management:

- Recommend staffing levels and staff salary ranges
- Recruit, hire, supervise, evaluate and inspire library personnel
- Supervise training of library staff and library volunteers
- Administer personnel policies and maintain personnel records
- Prepare and review performance evaluations of staff
- Conduct staff meetings
- Coordinate continuing education opportunities for library staff

Facility Management:

- Supervise the maintenance of library property and building systems to ensure they are well-maintained, welcoming, safe and accessible to all
- Stay abreast of technological advancements in library services and implement appropriate technologies to enhance access to information and the user experience
- Recommend and help guide renovations, updates or capital improvement projects

Required Knowledge and Abilities:

- Thorough knowledge of library administrative practices including financial and personnel management
- Thorough knowledge of modern library organization, procedures, policies and services
- Thorough knowledge of laws and regulations for New York State Libraries
- Ability to plan, implement and evaluate library collections and services
- Ability to promote positive customer service practices
- Ability to work effectively with other community organizations
- Ability to exercise leadership and motivate others

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- Ability to train and supervise staff
- Able to maintain effective working relationships and interact non-judgmentally with staff, volunteers, library users and the general public, individually and in groups
- Willing to collaborate and accept suggestions
- Strong oral and written communication skills
- Strong interpersonal skills: tactful, enthusiastic, positive, energetic, sense of humor
- Excellent organizational skills and attention to detail; prioritize tasks and meet deadlines
- Passion for public libraries

Minimum Qualifications:

Master's in Library Science degree from an ALA accredited program

Current New York State Professional Library's Certificate

A minimum of five years of professional library experience

Schedule: 35 hours a week. Hours determined by library needs and schedule. Includes day, evening and weekend hours

Salary Range: \$55,000 to \$65,000, commensurate with education and experience

Benefits: Paid Time Off, Vision/Dental insurance, EAP, and health insurance option