

The Sherrill-Kenwood Free Library Board of Trustees seeks a creative and energetic Library Manager to manage and lead the programs and activities of the Sherrill-Kenwood Free Library. The Sherrill-Kenwood Free Library is a patron-centered community hub and prides itself on its personalized service to patrons. The Library Manager will work to keep the library relevant as patrons' needs change, to serve and promote the library and foster community relations.

Overview:

The Sherrill-Kenwood Free Library is the largest library in New York State's smallest city. The Library is a member of the Mid York Library System and serves residents of the VVS School District. The Library is a robust community resource in the heart of Sherrill and has an active Friends of the Library.

Responsibilities:

The Library Manager is responsible for the administration of all library functions and manages daily operations according to BOT and NYS policies.

- Plan, coordinate and administer library programs that fulfill the Library's mission and vision as prescribed by the Library's long-range plan
- Assist patrons in the use of library resources, both print and non-print
- Assist patrons with technology questions
- Supervise library staff and volunteers
- Work closely with Friends of the Library
- Attend Board and Friends of the Library meetings
- Prepare budgets and reports as required for BOT, Mid York and NYS
- Prepare biweekly payroll
- Record library income and expenses via Quickbooks
- Ability to maintain patron confidentiality.
- Includes Saturday and evening hours as needed.

Physical Demands of the Position:

- Able to lift 40 pounds
- Able to stand, bend, kneel, crouch, reach
- Able to sit for long periods

Qualifications:

- Bachelor's degree, MLS/MLIS preferred but not necessary
- Experience in a library setting
- Strong written and communication skills
- Experience with technology, software and basic troubleshooting tech problems
- Skilled use of Social Media
- Preferred experience in customer service, fund raising, personnel supervision, or admin experience
- Ability to interact with public, businesses, staff, local school officials, community groups, and local government officials

Salary: The position offers a starting salary range of \$45,000-65,000 (salary negotiable based upon experience). This includes health insurance coverage, PTO, and paid holidays.

Applications will be reviewed beginning April 12, 2024 until the position is filled. To apply please send a cover letter, resume, and the contact information for three professional references to skflboard@gmail.com.