

Posted on behalf of the Lima Public Library Board of Trustees

Position Available: Library Manager, Lima Public Library

About the Library

- *Library Type:* Municipal Public Library
- *Annual Operating Budget:* \$183,754.00
- *Area Served:* Town of Lima, NY
- *Service Population:* 4,154
- *Website:* <https://lima.owwl.org/>

Primary Summary

Under the direction of the Board of Trustees of the Lima Public Library, the Manager supervises staff; maintains the library building and grounds; schedules programming; and performs collections development.

Essential Duties

1. Responsible for library functions and administrative tasks.
2. Working knowledge of library services and procedures.
3. Proficiency with computer systems and social media.
4. Selects materials for acquisitions and updating.
5. Prepares preliminary budget for Board review.
6. Works with OWWL Library System and community groups to evaluate and improve effectiveness of Library services.
7. Administers personnel policies established by the Board.
8. Recommends and oversees building maintenance and repairs.
9. Administers the Board approved Long-Range Plan.
10. Performs other duties as assigned by the Board of Trustees.

Required Skills, Knowledge, and Abilities

- Ability to speak and write effectively to a broad range of audiences.
- Ability to schedule time effectively and to meet deadlines.
- Ability to maintain and administer an effective and efficient staff in a positive work environment.
- Ability to budget and plan for short term and long range.
- Ability to understand and communicate diverse sets of information; research topics relevant to the library and library board; use intuition and experience to make decisions for the library.
- Ability to display original thinking and creativity, generate suggestions for improving working, and develop innovative approaches and ideas.
- Ability to respond promptly and appropriately to requests from the Board of Trustees, staff, and community.

- Knowledge of basic computer software (Word, PowerPoint, Excel, etc.) and a willingness to learn new computer skills that are required for the up-to-date operation of the library.
- Knowledge of current trends impacting libraries and the ability to adopt those appropriate to the community.
- Willingness to work evening and weekend hours and travel to meetings and trainings as necessary; valid driver's license required.

Education and Experience

- Bachelor's degree from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.
- Must meet Civil Service requirements.

Benefits

- Salary range: \$40,000 - \$42,562.00, dependent on experience.

How to Apply

Email a cover letter, resume, and three professional references to librarydirectorsearch@owwl.org with the subject line, "Library Manager, Lima Public Library."

The position will remain open until filled.