

ASSISTANT LIBRARY DIRECTOR FOR OPERATIONS

This position is responsible for assisting the Library Director in the planning, organization, supervision, development, administration and management of library services. The position is the departmental liaison with Human Resources regarding personnel matters and is responsible for the oversight of staff scheduling. The position assists in preparation of the budget and in the ongoing management of the departmental budget and other fiscal responsibilities. The position functions as the liaison with County Facilities related to maintenance and housekeeping issues. This position reports to the Library Director but has considerable leeway in day to day decision making. Directly supervises staff as assigned by the Library Director.

TYPICAL WORK ACTIVITIES:

- Manage the operations of 8 branch locations and the circulation services at the Central Library;
- Participate in the selection of staff; provide direction, support and oversight to direct reports; develop and coordinate staff training; provide recognition and support for best practices of customer service;
- Assist in the preparation and management of the library annual operating and capital budgets and prepare fiscal projections throughout the fiscal year and work with the County Commissioner of Finance as needed;
- Oversee management of library accounts and assure proper handling of cash;
- Oversee time and attendance and payroll functions;
- Assure policies and procedures and internal control procedures are up to date and that staff are trained and properly implementing policies and procedures;
- Seek grant opportunities and work with Director to prepare and manage grants;
- Prepare annual state reports and awarded grant reporting; provides cost analysis of library operations as needed; liaison to related finance operations with County staff and Library Board of Trustees;
- Functions as the liaison to county facilities department and board building committee;
- Assures contracts for services in place;
- Manages library technology projects and systems;
- Functions as liaison to security staff and serves as liaison to staff for safety and security; recommends policy and procedure; carries out incident management procedures;
- Provide data analysis of library operations and prepares statistical or narrative reports as required;
- Participate in professional organizations, related meetings and continuing education;
- Carry out special projects and other duties as assigned;
- Represent the library at community functions;
- Substitute for the Library Director in his/her absence, or as assigned.

MINIMUM QUALIFICATIONS

Graduation from a regionally accredited or New York State registered college or university with a **Master's degree in Library Science, Public Administration, Business Administration** or a related field and **six (6) years paid management experience in a large organization that shall have included supervisory, procedural, budgetary and fiscal responsibilities and which shall have included oversight of a department or division for two (2) years.**

Interested qualified candidates must submit a resume and cover letter by **May 1, 2017** to:

**Ms. Karen Bradley
Library Director
Schenectady County Public Library
99 Clinton Street
Schenectady, New York 12305**

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