

**Heermance Memorial Library**  
**1 Ely Street**  
**Coxsackie, NY 12051**  
Phone (518) 731- 8084 Fax (518) 731-8264  
[heermancelibrary.org](http://heermancelibrary.org)

Job Posting: Library Director,

The Heermance Memorial Library seeks a team leader who can work together with an experienced staff, the board, an active friends group, and community groups to make sure that the library understands and meets the needs of the Coxsackie community now and in the future. A special district library serving a population of 6500 full time residents, as well as people with second homes, the Heermance Memorial Library is located in an historic area, within walking distance of the Hudson River. The library has a voter approved operating budget of \$261,691 and is open 46 hours per week with a full time director, one full time staff, and 6 part time staff. The library is part of the Mid-Hudson Library System. Anticipated start date is August 27, 2018.

Responsibilities of the position include, but are not limited to:

- Develop and recommend an annual budget to the Board of Trustees and present the budget to the community for approval
- Manage the library budget by monitoring expenditures
- Recommend policies and advise the Board on operational, fiscal, staffing, and facilities matters
- Work collaboratively with staff to ensure that the materials selected and the services provided meet the needs of the community
- Determine staffing requirements and hire personnel to meet those requirements.
- Make presentations to the public, government entities, and the Board
- Prepare, present, and implement long range goals and plans for the improvement or expansion of library facilities and information technology resources
- Represent the library in the community and governmental, organizational and professional activities
- Delegate responsibilities to provide a smooth day-to-day operation of the library

Qualifications:

- This is a competitive civil service position. Candidates must have taken the Greene County Civil Service Library Director Exam, or be willing to accept provisional status until an exam can be taken.
- Masters in Library/Information Science from an ALA accredited university
- Must have or be eligible for the NYS Public Librarian Professional Certificate
- The ideal candidate must also possess excellent interpersonal and communication skills.

Salary range begins at \$48,000. Maximum is commensurate with experience. A generous benefits package is included. The library is a part of the NYS retirement system.

To Apply: qualified candidates please send your resume and cover letter electronically to [searchcommittee@heermancelibrary.org](mailto:searchcommittee@heermancelibrary.org). Review of applications will continue until the position is filled.