

Library Director - Cortland Free Library

Cortland Free Library, located in downtown Cortland, NY, and a member of the Finger Lakes Library System, is in search of its 7th Director in its 93-year history. The library is an Association Library with a chartered population of 30,114. It is funded by a library tax collected by the Cortland School District as well as an endowment. The Director serves at the pleasure of the Board of Trustees.

Extensive renovations to the historic 20,220 square-foot building were completed in 2017. CFL has 9931 registered borrowers and had 92,560 library visits in 2017. There are 26 public internet computers available. A more detailed overview of CFL can be found on the library's website: www.cortlandfreelibrary.org.

Cortland, a small city of approximately 20,000 people, is the southeastern gateway to the Finger Lakes Region. The area is home to SUNY Cortland as well as numerous restaurants, several arts and theatre centers, lovely parks, a sports complex and friendly people. Syracuse and Ithaca are each about a 30-minute drive.

Responsibilities:

The successful candidate is responsible, in accordance with the Board's policies, for all day-to-day library operations and functions. The Director oversees five full-time and seven part-time staff members and a 2018 budget of \$522,000. The work is carried out in accordance with the policies established by the CFL Board of Trustees and is under the general supervision of that Board.

- Developing innovative library programs
- Developing and maintaining the library's collection, including print and digital media, appropriate to the community's needs.
- Participating actively and visibly in the community
- Hiring, training, supervising and evaluating staff
- Adhering to Library By-laws and policies as well as local, state and federal mandates
- Preparing, presenting and overseeing the budget and all financial aspects of the library including staff payroll, library purchases and working cooperatively with the library bookkeeper
- Overseeing maintenance of the library building and grounds in cooperation with the Board's building committee
- Taking responsibility for entire grant process, including deadlines
- Engaging in professional development
- Performing other related work duties

Desired education and experience:

- Must have a Master's Degree in Library Science or equivalent program
- Must be eligible for or possess a New York State Librarian certification
- 3-5 years' experience working in a public library environment
- At least two years supervisory experience

- Possess a valid driver's license

Successful candidate will:

- Be an energetic and creative leader committed to the goals of the library's Mission Statement
- Possess strong organizational skills
- Communicate effectively orally and in writing
- Work cooperatively with the Board of Trustees, library staff and the community
- Enjoy working with the public
- Live within a reasonable commute to the library
- Possess strong financial and technology skills

Salary and Benefits:

- Salary commensurate with experience
- Benefits are available

To apply: Send letter of application, resume and three references to: cflsearch@gmail.com

Application deadline is June 30, 2018.

Questions can be sent to CFLBoardPres@gmail.com