

Vestal Public Library Director Position Opening

The Board of Trustees of the Vestal Public Library, Vestal, NY seeks an energetic and dedicated leader to serve as a full-time Library Director.

The Vestal Public Library, an independent school district library, is funded by and provides library service to nearly 29,000 residents of the Vestal Central School District. Vestal has a rich history and strong sense of community and takes pride in its excellent school system. Located near the Susquehanna River, Vestal offers a high quality of life and the convenience of easy access to the Triple Cities.

The Vestal Public Library Director will be expected to:

- Lead and inspire the staff and the library in a highly professional manner, fostering teamwork, collaboration and trust
- Advocate for the library and cultivate community partnerships
- Continue to move the library forward to best serve the needs of the community

This opportunity requires an individual with the following qualities:

- High-level, proven public library leadership and budget experience
- A sense of humor, intellectual curiosity and an eagerness to explore new ideas
- Political savvy with well-developed skills at building and strengthening relationships with the community

Additional requirements:

- Master of Library Science degree from an ALA accredited school
- Experience as a director or a public library leadership role with financial responsibilities
- Meet Library Director III Civil Service requirements (see attached job description)

To apply for this position, please submit the following using the contact information below.

- Cover letter
- Current resume
- Three (3) professional references
- **Email submission is preferable.** Please include your last name in the title of any attached files and **VPL Director** in the subject line of your email.

Salary range is between \$68,000 and \$80,000 and will be based on experience and qualifications.

All inquiries should be directed to:

Jill Gardner, Senior Personnel Associate
Broome County Personnel Department
Broome County Office Building
P.O. Box 1766
Binghamton, NY 13902
Office:(607)778-2274 Fax:(607)778-6117
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Library Director III Civil Service Job Description

LIBRARY DIRECTOR III

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is chief administrator in the Library. The work involves carrying out broad policy as determined by the Library Board of Trustees. Supervision is exercised over the work of subordinate supervisors, including professional and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs and supervises the budgeting and expenditure of library funds and the collection of library revenues;

Develops and evaluates plans for library services, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community;

Supervises the work of library unit heads and administers personnel policies;

Recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel;

Reviews and/or develops policies for the operation of the library;

Represents the library before governmental agencies and community groups in seeking financial resources for the library;

Reviews and/or develops new procedures for library services;

Administers personnel policies, prepares and/or reviews performance evaluations of staff members;

Conducts staff meetings;

Recommends and administers policies on the purchase of library materials;

Recommends and/or administers public relations programs;

Coordinates library program operations with municipal departments support services in areas such as personnel, legal, financial, public works and data processing;

Supervises the maintenance of library property and recommends repairs, alterations and new construction;

Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and professional materials.

LIBRARY DIRECTOR III, cont.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of library administration practices;
Comprehensive knowledge of modern library organizations, procedures, policies, aims and services;
Comprehensive knowledge of modern principles and practices of library science;
Thorough knowledge of applications of computer technology to library operations;
Ability to train and supervise library staff;
Ability to plan and coordinate the work of others;
Ability to exercise leadership and motivate others;
Ability to evaluate situations, meet people easily, and work effectively with other community groups or government agencies;
Ability to read and comprehend library research;
Ability to express ideas clearly and effectively both orally and in writing to groups and individuals.

MINIMUM QUALIFICATIONS:

Possession of a Master's Degree in Library Science, Information Studies or other graduate library degree from a library school located in New York State which is registered by the New York State Department of Education or a library school program which is accredited by the American Library Association; and 6 or more years of satisfactory professional library experience, 2 or more years of which must have been in an administrative capacity.

SPECIAL REQUIREMENT: Eligibility for a New York State public librarian's professional certificate at the time of application. Possession of certificate at time of appointment.

Additional Information

The Vestal Public Library

The mission of the Vestal Public Library is to be recognized as a resource for life-long learning, community involvement, and entertainment. Located in the heart of the community, the library will provide a welcoming, accessible, comfortable, and safe environment for users of all ages.



The Vestal Public Library is an independent entity chartered by New York State Regents to serve the taxpayers within the Vestal Central School District. Located in Broome County, the Library serves more than 29,000 residents through an annual budget of \$758,017. The library has over 5,262 registered borrowers with an annual circulation of 125,395. The Library collection includes 117,029 print materials, 15,805 recordings and e-books, 5,274 videos and DVD's and 180 serial subscriptions. Of the more than 175 programs offered annually, 153 are dedicated to children with over 2,779 children in attendance.

The Willow Point Community Library, located in a home and stocked through the New York State Lending Library, was Vestal's first library. Within 3 years the town opened the larger, more centrally located, Vestal Free Library in 1947. A rapidly growing population during the mid-20th century required a larger facility with a larger inventory of materials and programs. The current library opened in 1974 in 17,000 square feet of space, later adding 4,000 square feet of additional space for meeting rooms. Originally a municipal library, the voters of the Vestal School District voted in 2016 to separate the library from the town, creating an independent entity funded by a library tax and operated by an elected Board of Trustees.

Over the years, as the community grew and the residents' needs changed, the library kept pace. Recently, the library renovated the Youth department and boasts an updated, vibrant and welcoming atmosphere for our younger readers. The Youth department features designated areas for all ages - from our preschoolers to our teens. There are also large and small conference rooms that are used for meetings and events.

The Vestal Public Library is a member of the Four County Library System (4CLS), which allows our patrons to access nearly 50 public libraries and their resources through our system. The 4CLS serves libraries in Broome County, Chenango County, Delaware County and Otsego County.

The Vestal Public Library is committed to providing the community with opportunities for personal and social growth, education, and entertainment through well-chosen materials, programs, events, and meeting spaces, and to seek continuous community input to ensure we fulfill these goals.

Additional Information

Benefits

The Vestal Public Library offers medical and dental benefits for full-time positions. The Library is also a member of the New York and Local Retirement System (NYLRS). NYLRS offers a full pension plan and is the only fully funded pension system in the country. Tier 6 members need ten years of service credit to become vested. Once vested, participants are eligible for a lifetime pension benefit as early as age 55.

Full details about the pension plan at <https://www.osc.state.ny.us/retire/index.php>

The Area

Vestal, a part of the Greater Binghamton area, is located in the south western corner of Broome County in the Southern Tier of New York, bordering Pennsylvania. Approximately 52.5 square miles in size, Vestal's population is over 28,000 residents.

Vestal prides itself on being a "Full Service Town" with a police department, volunteer fire department, highway department, public library, museum and school system. The award-winning Vestal Central School District offers a K-12 education to approximately 4,000 students.

The Town of Vestal is home to the nationally recognized Binghamton University, a part of the State University of New York. Binghamton University is ranked 16 in the US in public colleges, the best public university in the Northeast and is home of 2019 Nobel prize winner in chemistry and author, John Gardner.

Vestal offers affordable real estate, a diverse community and excellent public schools. Businesses such as Endicott Johnson Corporation, Link Aeronautical Corporation, IBM, Dick's Sporting Goods and Eureka! Camping were founded in the area. There are many recreational opportunities in Vestal with its twenty parks and Rail trail as well as being close to several ski slopes for winter fun and New York's finger lakes for summer recreation.

Vestal is conveniently located near three major highways providing easy access and a short driving distance to Scranton, PA; Ithaca, NY; Syracuse, NY; Albany, NY; Rochester, NY; New York City; and Buffalo, NY. Ottawa, ON, Boston, MA, Toronto, ON, Montreal, QC, and Washington, DC are all within 6 hours by car.

Read more about the area at these sites:

<https://greaterbinghamtonchamber.com/thrivebing/>

<https://greaterbinghamtonchamber.com/our-community/>

<https://www.binghamton.edu/>