

Job Description for Indian Lake Library Manager
Major duties include but are not limited to:

Work in partnership with the Board of Trustees to develop and implement the Library's strategic plan.

Contribute to the preparation of the Library budget.

Compile and maintain library records and statistics; prepare administrative reports and statistical summaries for the Board of Trustees and local and state library systems. Prepare monthly reports to be presented to the Board of Trustees to include financial statements, library statistics, and summary of the Manager's activities and projects.

Work in partnership with the Board of Trustees, Friends of the Library, and other non-profit organizations to develop and implement the Library's programs and outreach to the community. Act as the Library's public relations representative in the community. Develop and direct public relations programs, subject to Board approval, to promote and publicize the Library's collections, services, and programs.

Make legislative visits. Coordinate with NYLA to meet with Senate and Assembly representatives. Dialog with representatives concerning programs and legislative funding requests.

Maintain and administer policies and procedures developed in conjunction with and approved by the Board of Trustees relating to matters including personnel, library management, records, and material selection.

Lead and supervise the day-to-day management of the library staff, facilities, building and grounds, and collections. Manage the processing of library materials and collection to reflect patron needs. Develop and manage print and non-print collections, including selection and acquisition, organization, maintenance, preservation, withdrawal and disposal of materials.

Collect and maintain statistical data (programs and number of attendees, circulation, network usage, etc.); order supplies; prepare and maintain monthly reports (copier maintenance for example); prepare bills for audit by the Trustees and payment by the Town Account Clerk; thank all donors in writing.

Initiate and coordinate exhibits, speakers, activities, and programs for the Library that add value to the community and chartered service population. This will include programs aimed at education and enrichment of families, adults and children such as story times, summer reading, coordinated programs with the Indian Lake Central Schools and their school librarian such as PARP, summer reading kick-offs and end of school year library trips for pre-k through 5th grade.

Seek grant opportunities that may benefit the Library, write grant applications, and administer grant funds.

Attend professional library meetings, conferences, and workshops on behalf of the IL Library.

With the assistance of SALS, maintain public and staff computers and other technological devices belonging to the Library. Provide technical services to the public, relating to the use of technological devices and the use of software programs.