Roswell P. Flower Memorial Library, Watertown, New York, located near Lake Ontario and the Thousand Islands region of the St. Lawrence River, is searching for a Library Director III.

This administrative position directs a library chartered to serve the city population of 24,000. The Library is the central library for the North Country Library System and provides services and resources for a large part of Jefferson County. Housed in a beautiful, recently restored historic building, Flower Library serves as a regional cultural center for the Watertown area. The Library operates with a budget of $1.2 million and has an annual circulation of 70,000. Flower Library is a vibrant community center, open 55 hours per week, six days per week.

This position supervises 11 FTE, including four professional librarians in a union environment. Currently children’s and teen programming has been thriving and adult programming is also growing. The Library has an active genealogy department run by volunteers and an accomplished Friends of the Library organization. The Library also houses one of 35 SUNY Attain Labs which provides free courses in technology skills for community members. The successful candidate will be capable of developing strong relationships with staff, city leadership and departments, the North Country Library System, the Friends of Flower Library, and the Library Board of Trustees. Additionally, the Library Director is expected to represent the library and publicize its resources and services at community meetings and events.

The work involves planning, directing, and administering library operations and budgets in accordance with policies determined by the Library Board of Trustees. The Library Director should exhibit working knowledge of 21st century public library trends, emerging technologies, have demonstrated leadership skills, and be able to provide evidence of forward thinking and successful implementation of new ideas.

Specifics of work activities and required skills and abilities include:

- Develops long range plans for library service development, evaluating the effectiveness of the library’s services and programs in relation to the changing needs of the community;
- Reviews, develops, and implements policies for the operation of the library;
- Reviews and/or develops new procedures for library services;
- Recommends necessary library services to the Board;
- Oversees the provision of services offered by the library to ensure efficient and effective implementation;
- Administers personnel policies and prepares and/or reviews performance evaluations of staff members;
- Recommends appointments, transfers, promotions, dismissal, and staffing patterns of personnel;
- Conducts staff meetings to plan and coordinate library activities;
- Coordinates maintenance planning and implementation, including capital projects, for the library building and grounds;
- Prepares service plan and submits proposed budget to the Board;
- Directs and supervises the expenditures of library funds and the collection of library revenues;
- Recommends and administers policies on the purchase of library materials;
- Represents the library at community and group meetings;
- Interacts with governmental agencies and community groups in seeking financial resources for the library;
- Recommends and administers public relations programs;
• Keeps informed of professional developments and attends professional meetings.

Knowledge, Skills and Abilities: Comprehensive knowledge of library administration practices; comprehensive knowledge of modern library organizations, procedures, policies, aims, and services; thorough knowledge of modern principles and practices of library science; ability to carry out library policies; ability to prepare the library budget and monitor expenditures; ability to train and supervise library staff; ability to exercise leadership and motivate others; ability to comprehend users’ needs quickly and accurately; ability to evaluate situations, meet people easily, and participate effectively in the cultural and intellectual activities of the community; ability to express ideas clearly and effectively both orally and in writing; physical condition commensurate with the demands of the position.

Minimum qualifications: An MLS from an ALA accredited school, eligible for certification by the New York State Education Department and six (6) years of professional experience in a library of recognized standing, two (2) or more which must have been in an administrative capacity. Experience in a public library preferred. Salary range: $68,425-$86,282 depending on experience. Civil Service test applications are due by February 15th. The online civil service test will be from March 1, 2022 to March 31, 2022. Resumes should also be emailed to watdirectorsearch@ncls.org by March 1st. Please see the following websites for more information and to apply to take the test: https://flowermemoriallibrary.org/ and https://watertown-portal.mycivilservice.com/exams.