



**Job Posting: LIBRARY MANAGER**  
July 25, 2017

The Hurley Library seeks an enthusiastic individual to be our full-time Library Manager. The Hurley Library is a small public library in the heart of Historic Hurley. It serves a population of about 3000 people, and since moving into its new building, it is growing rapidly. Our staff consists of a Library Manager, 3 part-time clerks, and a story hour coordinator. For more information about the library, visit our web site at [www.hurleylibrary.org](http://www.hurleylibrary.org).

**RESPONSIBILITIES:**

The Manager is responsible for overseeing all library functions including: supervision of staff and volunteers, collection development, youth and adult programming, grant writing, providing reference services, readers' advisory, publicizing library services and programs, implementing patron and staff instruction programs, financial responsibilities, and maintaining the library website. Some evenings and weekends may be required.

**MINIMUM QUALIFICATIONS:**

**Either:**

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Library Science, Education, English, Public Administration or a closely related field and two (2) years of full-time paid or volunteer experience, or its' part-time equivalent, in a library setting performing duties related to the functions of the library; OR

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Library Science, Education, English, Public Administration or a closely related field and four (4) years of full-time paid or volunteer work experience, or its' part-time equivalent, in a library setting performing duties related to the functions of the library; OR

C. An equivalent combination of training and experience as described in A and B above.

**PREFERRED QUALIFICATIONS:**

Completed degree in Information Science or Information Science degree candidate, knowledge of computers and automated systems, knowledge of web design, interest in children's programming, ability to work with all ages, library experience, friendly and outgoing manner.

**BENEFITS:** Sick Days, Vacation Days, and 10 paid Holidays

**SALARY:** Based on education and experience

**To Apply:**

Send cover letter, resume and three references to:

[ryanarlene918@gmail.com](mailto:ryanarlene918@gmail.com) OR

Hurley Library

PO Box 660

Hurley, NY 12443

**SUBMISSION DEADLINE:** Monday August 7<sup>th</sup>, 11:59 pm.

*This position will be filled on a provisional basis pending the results of a Civil Service examination to be scheduled at a later date.*