

Job Opening

The Hurley Library seeks an enthusiastic individual to be their full-time Library Manager/Director. The Hurley Library is a small public library in the heart of Historic Hurley. It serves a population of about 3,000 people, and since moving into its new building, it is growing rapidly. Our staff consists of a Library Manager, 3 part-time clerks, 1 full-time clerk, and a story hour coordinator. 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: \$35,000 - \$40,000 based on education and experience. To Apply: Send cover letter, résumé and three references to: ryanarlene918@gmail.com OR Hurley Library, PO Box 660, Hurley, NY 12443 **Submission Deadline: Monday , June 25, 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.

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