



Finkelstein Memorial Library  
24 Chestnut Street  
Spring Valley, NY 10977  
Main: 845-352-5700  
Fax: 845-352-2319

## ASSISTANT LIBRARY DIRECTOR II

Finkelstein Library has an opening for an Assistant Director. This position involves responsibility under the general direction of the Library Director for assigned phases of library administration and services. Acts for the Library Director in her absence. Supervision will be exercised over the work and personnel of several library departments. Does related work as required.

Duties will include: Handles personnel problems and staff disputes; Plans and recommends new types of services; Recommends policy to the Library Director; Oversees aspects of the library's strategic plan of service including spearheading Equity, Diversity and Inclusion program; Consults with department heads on administrative and technical library problems; When so assigned, makes decisions concerning the organization and allocation of work to department heads; Makes studies of operating procedures and makes recommendations to the director; Assists in preparing preliminary budget estimates; Participates in staff selection and in the development of the personnel program; Keeps informed of new library trends and recommends trainings/professional developments to bring the staff up to date; Coordinates and supervises collection development; works with the grant committee and researches and completes grant applications; Attends professional meetings; May supervise selection of library materials; May review work performed by staff; May conduct staff meetings; May represent the library at community and group meetings; special projects as assigned by the director.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of library techniques; comprehensive knowledge of library administrative practices; ability to carry out library policies; ability to comprehend and meet users' needs quickly and accurately; ability to train and supervise the library staff; ability to plan and coordinate the work of others; ability to exercise leadership and motivate others; ability to evaluate situations, comfortable in social situations, able to participate effectively in the cultural and intellectual activities of the community; ability to express oneself clearly and concisely both orally and in writing; initiative in making constructive suggestions for improvements in services and collections; demonstrate good social graces, tact, courtesy and good judgment.

**MINIMUM QUALIFICATIONS:** Professional certification as a Public Librarian by the New York State Department of Education and six (6) years of professional library experience in a library of recognized standing, three (3) years of which must have been in a public library. Experience must have been attained after either: receipt of the certification or receipt of a Master's degree from a library school recognized by the New York State Department of Education.

**PREFERRED QUALIFICATIONS:** Demonstrated history of successful grant applications, experience working in a civil service environment, experience working in a union environment.

**PROMOTION:** Three (3) years of permanent competitive class status as a Librarian III.

Salary starts at \$90,000, commensurate with training, skills, and experience.

To apply: Please send resume and cover letter to Leiah Levine, Department of Human Resources at [fmlhr@finkelsteinlibrary.org](mailto:fmlhr@finkelsteinlibrary.org) Appointment is provisional pending placement on civil service list. Position will remain open until filled, with preference given to applications received before December 1, 2021.