

## **Library Director Town of Ballston Community Library**

The Town of Ballston Community Library is seeking a creative, energetic forward-thinking **Director**.

We expect a Director will embrace change and the evolving role of libraries; strategically partner with the trustees and various stakeholders in the community; inspire, engage and develop library staff; and champion creative programs and offerings.

- The Library Director is responsible for all day-to-day operations of the Library; supervising staff, including other librarians; patron relations; developing and managing budgets; assessment of services; ensuring regulatory compliance; and developing and evaluating library staff.
- The position requires strong budgeting, financial, personnel, technology management skills and knowledge of funding opportunities. The Director will be able to demonstrate success in strategic planning, management, and community relations. The Director is also responsible for identifying and addressing issues related to the facility and grounds.
- The Library Director works with the Board of Trustees to design and implement a long-range plan for library services through assessment of best professional practices and stakeholder feedback.
- The Director is responsible for ensuring that the library's physical space, staff, collections and programming meet the needs of the community.
- The Director acts as a liaison to various community stakeholders and is expected to connect and grow relationships with local government, business groups, school groups and the Friends of the Library.

### **Qualifications**

- MLS and a minimum of five years of relevant professional library experience
- A minimum of 1 year of supervisory experience
- An equivalent combination of experience and education may substitute for the listed minimum requirement.

### **Background**

The Town of Ballston has a proud history dating back to 1771. Its unique location offers the best of both worlds – a friendly, small town, rural community within close proximity to the exciting tourist areas of Saratoga Springs and the Adirondacks. Residents enjoy an outstanding quality of life with our highly regarded school systems, Veterans Bike Path, Ballston Lake and recreational parks. Ballston's community spirit is epitomized by our annual Flag Day Parade ([townofballstonny.org](http://townofballstonny.org)).

This is a full-time, salaried exempt position.

### **Submit Application/Resume to:**

Steve Zarelli, President Board of Trustees  
Town of Ballston Community Library  
2 Lawmar Lane  
Burnt Hills, NY 12027

or email to [stevezarelli@gmail.com](mailto:stevezarelli@gmail.com)

### **Submission deadline**

June 15, 2020

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

"An Equal Opportunity Employer with an Affirmative Action Program"