



## **Director of the Rochester Public Library and Monroe County Library System**

### **Responsibilities:**

Responsible for all Rochester Public Library (RPL) and Monroe County Library System (MCLS) operations, including: administrative, fiscal, facilities, and personnel management; strategic thinking and planning; policy development and adoption; community and board relations; local, regional, and statewide advocacy; and oversight of library and system programming and services.

**Rochester Public Library** [includes Central Library and 10 branch libraries] (approx. 70%)

**Monroe County Library System** [includes RPL and 19 member libraries] (approx. 30%)

- Evaluate the effectiveness of library and system services in response to the changing needs of the community and member libraries; recommend necessary library services; oversee all programs and services
- Oversee all library and system technology, integrated library system services, shared collections and databases, and other coordinated services
- Recommend and administer personnel policies; manage staff, including: recommend appointments, transfers, promotions, and dismissals; conduct staff meetings; analyze agreements for full- and part-time bargaining unit groups and recommend changes
- Prepare and present annual budgets to city and county authorities and to respective Boards; direct and supervise the expenditure of funds
- Manage the organizations' public and private financial resources; enhance funds through advocacy and fundraising efforts; maintain strong partnership with Friends and Foundation of the Rochester Public Library
- Routinely review and recommend policies in conjunction with respective Boards; oversee annual reporting and goal statements
- Supervise maintenance of buildings and grounds; recommend repairs, alterations, and new construction; direct the long-range capital planning process
- Recommend and administer public relations programs; represent the library and system at local, regional, statewide, and national meetings; maintain strong relationships with media outlets
- Represent the Library as a member of the City of Rochester Mayor's Senior Management Team
- Advocate for and promote library service in the community and beyond; maintain strong relationships with cultural heritage and educational institutions
- Participate in MCLS Directors Council meetings and system committee meetings; consult with member library directors on local issues

- As applicable, ensure compliance with [New York Public and Association Libraries Minimum Standards](#), NYS library law and regulations, and library system plan of service and bylaws
- Participate in regional, multi-type library cooperative planning, resource-sharing, and materials delivery; work closely with libraries and systems in the region
- Stay informed of developments in the profession and attend professional meetings and conferences

### **Required Knowledge, Skills, and Abilities**

- Familiarity with federated library systems and the relationship between local libraries and library systems
- Experience managing a large staff, both directly and through subordinates
- Demonstrated ability to be a consistent, visible presence in the community
- Demonstrated coalition- and consensus-building ability
- Demonstrated ability to advocate for library and community priorities with appropriate stakeholders
- Ability to travel for in person attendance at meetings, events, and conferences

### **Required Training, Experience, and Certifications**

- NYS public librarian's professional certificate (or be eligible to receive)
- Master's degree (MLS) from an ALA-accredited institution
- Eight or more years of professional library experience (post-MLS) in libraries or library systems, at least three years of which shall have been in an administrative capacity
- Maintain a valid driver's license and auto insurance

### **Desired Knowledge, Skills, Abilities, and Experience**

- Four or more years of library experience in an administrative capacity
- Experience working in a public library serving disadvantaged populations; experience working in a large, urban library setting
- Experience serving the community through volunteer work, non-profit boards, or related service
- Experience managing a large municipal library budget; successful track record of working with a municipality
- Experience with strategic planning
- Experience with crisis management, communication, and public relations
- Experienced partner to a Library Foundation
- Experience working with collective bargaining agreements
- Familiarity with library technologies

**Civil Service Appointment:** will be made in the Non-Competitive Class (no Civil Service examination is required)

**Residency:** this position requires Monroe County residency; City of Rochester residency is not required