

JOB ANNOUNCEMENT

The Bancroft Public Library, located in historic Salem, NY is looking for a director. The ideal candidate will be passionate about library services and can work with the community to create a vision for the future of the Bancroft Public Library. The successful candidate should have leadership experience and excellent communication, personnel management and customer services skills. The director will be the public face of the library and will be responsible for forging community links and partnerships among community groups, schools, and businesses. The director reports to the Board of Trustees.

Qualifications and preferred experience:

Ability to manage library funds, including developing a budget.

Experience supervising staff and volunteers.

Public relations and outreach skills; experience working with a board of trustees.

Technology proficiency including social media, Microsoft Office, and basic computer skills.

Facilities planning and management.

Grant writing

Masters in Library Science preferred.

The position (20+ hours per week) includes some evening and weekend hours. The salary is \$20,808.

To apply, please email a cover letter and resume (as a Word or PDF attachment) to Linda Lewis: lindalewismail@yahoo.com. The position closes on November 4, 2016.