

## Hadley-Luzerne Public Library Seeks Director

The Hadley Luzerne Public Library is seeking a full-time, committed director. We offer competitive wages and a flexible schedule.

This is an opportunity to grow with our library as we enter a new stage of development. The director will collaborate with the library's Board of Trustees in developing a vision for our expanding programs, services, and funding. The candidate must enjoy working with people, have leadership qualities, and be community-oriented.

The Hadley-Luzerne Public Library is chartered to serve the towns of Lake Luzerne in Warren County and Hadley in Saratoga County in New York's southern Adirondacks. Our facility overlooks Rockwell Falls near the confluence of the Hudson and Sacandaga Rivers in Lake Luzerne. Our combined population is approximately 6,000 people. We serve adults of all ages, young children, young adults. We have an active aging population, and a significant influx of summer residents. We are a growing hub within our community, on our way to becoming an engine for personal and community growth as we move toward strengthening connections with our patrons, local businesses, and social and recreational organizations. As part of the Southern Adirondack Library System, we provide an extensive and high-quality collection of print and online materials.

### Responsibilities

In addition to full collaboration with the Board of Trustees on strategic development issues, the Director will supervise a staff of experienced assistants to provide a full range of customer service and administrative functions:

Payroll processing and staff scheduling

Front desk management

Maintenance of library inventory and conducting periodic audits of our directories and the acquisition of new materials

Scheduling the use of library conference to community groups

Writing grants to fund library programs and environmental needs

Developing and implementing new programs of interest to our patrons

Scheduling and implementing the library's lecture series

Assisting patrons in the navigation of electronic records and periodicals

Implementing children's Storytime and Playtime one morning each week  
Maintenance of the library's building and grounds

### Qualifications

Bachelor's/Master's Degree in Arts or Sciences. Masters of Library Science degree preferred

Four years' experience working in a public library or the equivalent

Familiarity with the full range of library functions and funding sources

Experience working with electronic databases of library materials

### Application Process

Send CV, a cover letter, and three references to:

Nancy Belanga

Hadley-Luzerne Public Library

P.O. Box 400

19 Main St.

Lake Luzerne, NY 12846