



Job Description Library Director II

Job Summary: The Library Director is in charge of supervising the planning, organizing, and direction of Library services and programs. In conjunction with the Library Board of Trustees, the Director oversees the care and maintenance of the Library building, equipment, and systems. The Director also formulates, edits, and updates library policies for review and approval by the Library Board of Trustees. They are also required to attend meetings and participate in community ventures as appropriate as a representative of the Library.

Reports to: Library Board of Trustees

Hours per week: 35 hours

Duties:

- Participates in the selection of library materials within assigned collection development areas. Evaluates materials and makes decisions about selection, replacement, and withdrawal of print and non-print materials.
- Develops partnerships and outreach opportunities with external organizations and groups in order to increase the use of library resources and services.
- Anticipates trends that will impact libraries, literacy, and publishing and information technology. Embraces innovation and experimentation. Makes recommendations to help the library stay relevant and vital to the community.
- Collects, maintains, and reports statistical data as needed.
- Stays current on professional and technological developments through participation in professional organizations, workshops, continuing education courses and the reading of professional materials.
- Performs other assigned duties.

Knowledge and Abilities:

- Enthusiasm for working with the public.
- Demonstrates a thorough knowledge of current and emerging professional library principles, public reference service expertise, and an understanding of public library operations.
- Working knowledge of current best practices in information literacy instruction.
- Ability to learn new technologies and adapt to rapidly changing technology environments.
- Working knowledge of common library systems, Microsoft Office software, and research databases.
- Ability to work as part of a cohesive team. Willingness to assist and support coworkers, contribute ideas and maintain flexibility.



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Communication Skills:

- Ability to communicate effectively both orally and in writing.
- Possess exceptional interpersonal skills and the ability to maintain and foster cooperative and courteous working relationships with the public, peers, and supervisors.

Physical Requirements:

- Physical condition commensurate with the demands of the position
- Lifting and carrying: 50 pounds or less
- Pushing and pulling: objects weighing 300-400 pounds on wheels
- Sitting for extended periods of time

Civil Service: Provisional appointment. Must be reachable on the Saratoga County Civil Service Director II list when exam is offered.

Minimum Qualifications:

- A Master's degree in Librarianship (MLS) from a library school that is accredited by the American Library Association or recognized by the New York State Education Department AND three (3) years of satisfactory professional library experience subsequent to MLS, one (1) year of which must have been supervisory.
- Eligibility for a NYS public librarian's professional certificate at time of application. Possession of certificate at the time of appointment.

Salary: \$79,000 - \$83,000

Application Process: Please submit a cover letter and resume via email to tbitley@sals.edu or by mail to:

Ballston Community Public Library
ATTN: Tricia Bitley
2 Lawmar Lane
Burnt Hills, NY 12027

Applications will be accepted until Friday, September 11, 2026.