

Bristol Library Seeks Dynamic Manager

The Bristol Library in Bristol Center, NY seeks an energetic, engaged, and creative professional to help the library achieve its full potential as the information heart of the community.

The library is a private non-profit association library, serving over 2,500 people in the bucolic Bristol Valley. It not only serves as a community center designed to serve the diverse needs of our entire town, but strives to empower people with the tools, services, and resources they need to create opportunities for themselves. We serve as a platform for the exchange of ideas and information, facilitating knowledge-sharing throughout our community.

The ideal candidate:

Has a passion for serving the community and supporting patrons of all ages. Thrives in a collaborative working environment with a goal of creating a place where people love coming to work, learn, and play. Is willing to work hard and think creatively to find both short and long term solutions when issues arise. Sees problems as opportunities for growth. Stays current on professional trends and practices with regard to librarianship.

Responsibilities:

Reporting to the Board of Trustees, the Manager serves as the CEO of the library and is responsible for all aspects of the operation. These include, but are not limited to library services and operations, public relations and communications, personnel management, financial operations and facilities management.

Requirements:

- Associate's Degree from accredited institution, Bachelor's Degree preferred.
- One or more years of professional library experience, including supervisory or administrative experience
- Knowledge of budget preparation and grant writing, experience with QuickBooks preferred.
- Experience with social media, website, graphic design and communications software such as Mail Chimp, Canva, Facebook, Instagram and Wix.
- Skilled in Microsoft Office Suite, Google, and familiarity with Evergreen or other database software preferred.

The position is 30 hours per week, \$17.50 per hour with a week's paid vacation.

To apply send a cover letter, resume, and references to bristoldirectorsearch@gmail.com.

Preference will be given to applications received by August 29, 2022.