

Job Title:	Director of Family & Community Engagement	FLSA Classification:	Exempt
Department:	Administration	Reports To:	Director

Job Summary: The Director of Family & Community Engagement (FCE) is an essential member of the Library Leadership Team. This position works with other department heads to develop and implement goals and objectives that support the Library’s mission and vision. The Director of CFE oversees youth and family programming, outreach, and is responsible for curating a collection focused on youth and families. Additionally, this position assists in the development and implementation of a strategic plan and ensuring departmental goals/objectives align with the plan.

Essential Job Duties and Responsibilities: (Additional Duties as Assigned)

- Oversight of the Family Space
 - plan and schedule programming, and
 - oversee collection development of youth/family materials
 - Develops/recommends ideas for new services/collections to meet needs of library customers
 - Manages the program and collection budget for this area.
- Recommends/drafts policies pertaining to the Family Space and library customers served by this area.
- Responsible for collection development of the library’s
- Maintains information required for annual report (NYS and Community).
- Develops and implements department goals and objectives.
- Coordinates with the Director of Library Experiences to assure LE staff have information and training to work in the Family Space.
- Reader’s Advisory
 - Develops and implements programs/services to assist Library Customers with finding their next great read/listen/view
 - Develops and implements Staff Training/Professional Development for RA

Services

- Collections Management
 - Gathers, interprets and uses data from the library’s ILS and other vendor platforms to make decisions that enhance effectiveness and sustainability of the library’s electronic and print resources and align collections with the mission of the Library.
 - Monitors local, system, and vendor-provided reports to identify collection-related trends and patterns.
 - Implements innovative models and approaches to collection content that effectively steward the library’s investment in collections.
 - Develops frameworks for evidence-based content acquisition, management, and assessment across formats and delivery platforms.
 - Participates in developing methodologies that promote best practices in making informed collection development and management decisions and conducts regular content use reviews.

Supervision

- Participates in interviewing and selecting staff.

Communication

- Regularly meets with library managers to ensure open lines of communication, provide updates on Family Space services, and review operational updates and changes.
- Communicates and coordinates policies, procedures, and operational information to staff.
- Attend Cayuga Onondaga BOCES SLS Council meetings

Required Experience and Education

- Master's Degree in Library Science or Information Science
- Valid Public NYS Librarian Certificate
- One to three years of experience as a librarian
- One to three years of demonstrated supervisory experience
- Equivalent combinations of education and work experience will be considered

Required Knowledge, Skills and Abilities:

- Strong organizational skills including the ability to manage multiple projects and details simultaneously
- Valid Driver's License
- Excellent verbal and written communication skills
- Ability to develop, plan, and implement short- and long-term goals
- Attention to detail
- Ability to work independently and demonstrate initiative

Equipment, Machines and Software Used:

- This position requires the regular use of a computer, tablet, printer, copier, fax machine, telephone, scanner and calculator
- *Computer software:* Microsoft Office to include Word, PowerPoint, Outlook Excel; Polaris

Physical and Mental Requirements:

- Ability to sit, stand, walk, talk, hear, use hands to finger, grasp, handle or feel, push, pull, reach, crouch, bend, kneel, climb and perform repetitive motions of the hands and/or wrists
- Moderate mental and visual attention required to perform work dealing primarily with using a computer terminal and reading

Physical Exertion:

- Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects