

Job Title:	Director, Reader & Information Services	FLSA Classification:	Exempt
Department:	Administration	Reports To:	Director

Job Summary: The Director of Reader & Information Services 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 R&I Services is responsible for all aspects of collection development (including oversight of selectors), development of Reader’s Advisory services (including professional development for staff). 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 Library’s Reader & Information Services
 - Oversight of all collections
 - Print
 - Digital
 - Library of Things
 - History Discovery Center
 - IDEA Lab
 - Develops framework and methodology to evaluate collections
 - Coordinates and oversees materials selectors
 - Develops/recommends ideas for new services/collections to meet needs of library customers
 - Assists in the development of the Materials Budget
 - Assures quality and continual improvement of cataloging, circulation and collection management, and readers advisory services.
- Recommends/drafts policies pertaining to collections, reader services, and technical services.
- Responsible for collection development of the library’s adult fiction and portions of nonfiction collections
- Maintains information required for annual report (NYS and Community).
- Develops and implements department goals and objectives.

Services

- 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
 - Manages library book groups
- 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.

Supervision

- Develop, coach, review and evaluate work performance for all Reader and Information Services staff; completes performance evaluations, and administers employee disciplinary actions (in coordination with Library Director).
- Participates in interviewing and selecting staff.
- Monitors employee morale and takes appropriate action to resolve conflicts in a timely fashion; resolves issues related to supervision, evaluation, and discipline of personnel, in collaboration with the Library Director.

Communication

- Regularly meets with library managers to ensure open lines of communication, provide updates on library services, and review operational updates and changes.
- Communicates and coordinates policies, procedures, and operational information to staff.

Supervisory Responsibilities

- History Discovery Center staff (Library Historian, Research Aide)
- Technical Services staff (2 Library Assistants)
- IDEA Lab (Technology Librarian)

Required Experience and Education

- Master's Degree in Library Science or Information Science
- Valid Public NYS Librarian Certificate
- Four years of professional experience
- 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
- 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