Library Director II

Penn Yan Public Library, Penn Yan NY

Penn Yan Public Library (PYPL) is located in the heart of the beautiful New York State Finger Lakes region. Its chartered service area (population approx. 15,000) coincides with the Penn Yan Central School District, which is bordered by scenic Keuka and Seneca Lakes. PYPL is one of 48 members of the cooperative Southern Tier Library System, which serves 5 counties.

Current projects the Library Director II position will lead include working with the PYPL Board of Trustees to carry out a major building interior renovation project, developing strategic plan goals and activities, and implementing approved policy. Along with supervision of a dedicated staff of roughly 15 employees, management of a voter approved $800,000 budget, and professional librarian duties, a dynamic, energetic leader will see PYPL into a vibrant future.

Salary & Benefits

The salary range is $74,000 – $80,000 for this 37.5 hour per week position and is commensurate with experience. Generous benefits include sick, personal and holiday paid time off, participation in an Individual Coverage Health Reimbursement Arrangement, and in the New York State Local Retirement System.

Civil Service Requirements

The Library Director II position is a competitively classified position per Yates County Civil Service. Applicants will be required to pay a $17 exam fee at the time of application. Candidates that are approved, per the minimum qualifications and application requirements listed below, will complete an online Accelerated Training and Experience examination. The resulting list of eligible candidates from the examination will be provided to the Interview Committee for consideration.

Application Requirements

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 professional library experience, one (1) year of which must be supervisory or administrative.

More information can be found at: https://mycivilservice.yatescountyny.gov/ and https://pypl.stls.org/

Interested applicants must submit:

- Completed Yates County Civil Service application
- Resume
- Cover Letter
- 3 Professional References
- Copy of diploma or transcript for Master's Degree in Librarianship (MLS)
- Civil Service Exam Fee of $17, to be paid at the time of application

Deadline to apply is Monday December 21st, 2026

Applicants may apply:

Online: https://mycivilservice.yatescountyny.gov/

By Mail:
Yates County Human Resources
417 Liberty Street
Penn Yan, NY 14527

By E-mail: HR@yatescountyny.gov

Jurisdiction Class: Competitive
Civil Division: Library
Adopted by YCCSC: 06/03/1998
Revised by HR: 11/04/2026

LIBRARY DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS:

The Library Director II classification reflects the professional qualifications required for directing a Library serving a chartered population of 7,500 or more. An incumbent in this position is responsible for the overall management of the library, with duties including supervising all professional, clerical, and maintenance staff; carrying out human resources functions; overseeing financial activity; ensuring that the Library Board of Trustees (Board) adopted policy is carried out; and assuring high-quality service to the public. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops Board-approved library service plans using current data on community needs and desires;
Implements library service plans and evaluates effectiveness;
Recommends and administers public relations activities;
Administers the selection and purchase of library materials;
Keeps informed of current public library management best practices and developments in the field through participation in professional organizations, system meetings, workshops, conference attendance, continuing education courses, and reading professional materials;
Reviews and develops policies and procedures for the operation of the library in coordination with library personnel and obtains Board approval;
Develops, monitors, and administers the Board-approved library budget;
Manages grant administration through identifying opportunities, preparing grant proposals, and overseeing implementation of awarded funds;
Establishes and maintains procedures for effective controls of revenues and expenditures;
Plans and carries out legal investment of tax and other monies;
Represents the library before governmental agencies and community groups to promote services, build partnerships, and grow financial support;
Administers personnel policies and recommends personnel appointments to the Board, along with transfers, promotions, dismissal, and staffing patterns in relation to operational need;
Supervises the work and training of library personnel;
Encourages and supports the professional development of all personnel;
Develops and implements an effective system of supervision and discipline for all personnel;
Ensures required reports are filed annually;
Supervises the maintenance of library property and recommends repairs, alterations and new construction;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of library administration practices;
Thorough knowledge of modern library organizations, procedures, policies, aims and services;
Thorough knowledge of the applications of computer technology to library operations;
Thorough knowledge of modern principles and practices of library science;
Thorough knowledge of library materials and collection development issues;
Ability to carry out library policies and procedures;
Ability to train and supervise library staff;
Ability to plan and coordinate the work of others;
Ability to exercise leadership and motivate others;
Ability to read and comprehend library research;

Ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly;
Ability to establish effective working relationships with community organizations;
Ability to express ideas clearly and effectively both orally and in writing to groups and individuals;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

a. 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
b. Three (3) years of professional library experience, one (1) year of which must be supervisory or administrative.

NOTES:

Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS:

a. Eligibility for a New York State public librarian's professional certificate at the time of application. Possession of certificate at time of appointment; AND
b. Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.