



Library Director III

Are you a capable public administrator with the ability to supervise and inspire a team of up to 30 knowledgeable, resourceful, dynamic and innovative staff members? Do you have a creative vision for public library services, and the skills to put your vision into operation? Do you want to work in a beautiful, historic building, serving a community at the crossroads of all that western New York has to offer? The Richmond Memorial Library, one of the highest-performing public libraries in the region, seeks candidates for an appointment to Library Director III.

The Community: The city of Batavia (pop. 15,600) is the central city and government seat of mostly rural Genesee County, NY (pop. 58,388). Located just 42 minutes from downtown Buffalo and 37 minutes from downtown Rochester – New York’s second and third largest cities, respectively. Enjoy the laid-back pleasures of a small community with accessibility to all of the amenities of big city living, and proximity to New York’s Great Lakes, Finger Lakes, and beautiful Southern Tier regions. The micropolitan city of Batavia offers all these benefits, with the library serving as a recognized and respected community hub.

The Library: This school district-type public library is chartered to serve a population of approximately 19,000 residents of the Batavia City School District. With a tax levy of \$1.39 million, dedicated grants, and ongoing support from devoted fundraising groups, the library’s budget for FY 2025-26 comes close to \$1.69 million. With 16 full time, 11 regular part time, and several occasional subs, the library delivers 64 hours of high quality, innovative and sustained public services per week in a beautiful landmark building that is owned and maintained by the school district. RML serves as the *de facto* central library of the county, and as a leader in the three-county cooperative Nioga Library System. A Board of Trustees of seven members is elected by the residents of the Batavia City School District to oversee the policies of the library.

Major Duties:

- Develops and evaluates plans for library services, evaluating the effectiveness of the library’s services and programs in relation to the changing needs of the community;
- Recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel;
- Directs and supervises the budgeting and expenditure of library funds and the collection of library revenues;

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- Supervises staff, including administering personnel policies, providing feedback and preparing performance evaluations, and updating the Employee Handbook;
- Reviews and/or develops policies for the operation of the library;
- Coordinates library program operations with the school district, Civil Service and consulting firms for services in areas such as personnel, legal, financial and data processing;
- Supervises the maintenance of library property and recommends repairs, alterations and new construction;
- Actively engages in the life of the community to represent library services and integrate new programs with community needs
- Pursues professional development through participation in professional organizations, workshops and continuing education courses, and promotes development of staff.

Qualifications: This position requires a Master's Degree in librarianship (such as an MLS, an MLIS, or an MIS) from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices; possession of a New York State Public Librarian's Professional Certificate or the ability to obtain one by start date; and six (6) or more years of satisfactory professional library experience, at least two (2) or more years of which must have been in an administrative capacity.

Compensation: From \$78,000/year for a candidate meeting minimum qualifications, negotiable upward for more experienced candidates. Generous benefits package includes 20 paid vacation and 15 paid leave (sick/personal) days per year; 14 paid holidays; a health care package covering 90% of premiums and 100% of deductibles; full, compensated support for professional development and conferences; the conversion of up to 200 days of accrued sick leave into continuing healthcare coverage upon retirement; and more!

Civil Service details: This is a provisional appointment for one year, after which a permanent appointment will be made subject to a satisfactory performance appraisal. Residency in Genesee or one of its six contiguous counties (Erie, Niagara, Orleans, Monroe, Livingston or Wyoming) is required at the time of permanent appointment.

To apply: Email a completed Genesee County civil service application, cover letter, resume and at least 3 professional references to btvpresident@nioga.org. Applications will be accepted until Friday, August 15, 2025.

Equal Opportunity Employer Statement: *Richmond Memorial Library is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.*