

Gold Coast Public Library District - Job Opening

Library Development Specialist

Dynamic, progressive, creative, public-service oriented library administrator sought to direct the start-up of the initial library for a new library district.

Rare, Exciting and Challenging Opportunity

Temporary Position (up to 18 months) Civil Service approved position but there is no list.

Nassau County resident preferred (as per Civil Service) but applications from non-residents welcome.

Flexible Schedule - 20-35 hours per week

Responsibilities

Lead ★ Inform ★ Inspire ★ Facilitate ★ Coach ★ Advocate

Advise the Board in the development of a plan of service.

Work with the architects and construction manager on the conversion of an existing building into a library.

Recommend initial furnishings and equipment and oversee their acquisition and installation.

Work with the Nassau Library System to develop the 'Opening Day' collection.

Formulate policy recommendations and develop and implement procedures.

Plan and initiate the Library's participation in the ALIS automated system.

Determine staffing requirements and develop a plan to involve volunteers in library activities.

Develop a recommended operating budget.

Assist the Board in the selection of a Library Director and mentor the Director as necessary during the Library's start up period.

Qualifications

M.L.S. from an ALA accredited library school.

Minimum of two years of successful experience as a public library director.

Ability to develop and maintain effective working relationships.

Planning experience. Demonstrated organizational skills.

Excellent verbal and written communication skills.

Knowledge of public library services, facilities, practices and operations.

Apply

Send resume and names of three references to:

Gold Coast Public Library District, P.O.Box 390, Glenwood Landing, NY 11547

For information email: GoldCoastBoard@nassaulibrary.org

Deadline

Applications received by September 15, 2004 will be given first consideration, but applications will be accepted until the position is filled.