

Mohawk Valley Library System

Position Description: Assistant Director (DRAFT)

The Assistant Director job title, responsibilities, and stipend may be added to the job description and responsibilities of any full-time professional MVLS consultant with 2 or more years of experience at MVLS. Ordinary practice is for one consultant to be selected by the Director and affirmed by the Board of Trustees to serve as Assistant Director. The purpose of the Assistant Director is to provide continuity and continuation of service in the absence of the Director. The Assistant Director position designation is accompanied by a stipend that is determined by the Director and ratified by the board of Trustees.

General Statement of Duties: The MVLS Assistant Director works with public libraries in Fulton, Montgomery, Schenectady and Schoharie counties contributing toward library public services supporting the following system goals:

- MVLS provides valued, sustainable and uninterrupted service to member libraries
- MVLS serves as a model for member libraries in effective and efficient governance and management

All MVLS staff encourage MVLS libraries to recognize library best-practices, evaluate their services and implement effective and consequential plans for library growth. The Assistant Director will accomplish that by actively working with member libraries on these issues.

Typical Work Activities (Illustrative Only. These may change as different consultants fill the role):

- Reviews and makes recommendations concerning MVLS Finance and Administrative policies and guidelines.
- Regularly performs approvals of purchase orders, payrolls and claims for payment
- Provides support to member libraries in NYSED library regulations, minimum standards and reports
- Reviews and makes recommendations concerning the MVLS building, grounds and equipment
- Participates in staff recruitment, selection and evaluation
- Participates in member library trustee training
- Uses distribution lists, blogs, social media and other tools to keep member libraries informed
- Helps libraries provide evidence of library impact using data and stories
- Researches, develops and administers grants that promote library system goals
- Assists member libraries with grant and fundraising initiatives
- Cooperates with library systems and other agencies on regional initiatives
- Participates in regional and statewide library advocacy efforts

Required Knowledge, Skills and Abilities:

- MLS or equivalent degree and at least six (6) years of relevant experience
- New York State Public Librarian Certification is required
- Ability to keep up with emerging trends and developments in library systems
- Demonstrated competence in inspiring and leading change

- Past success developing and delivering engaging presentations, facilitating meetings, and training diverse audiences
- Excellent verbal, written, and visual communication skills, with the ability to tailor messages to target audiences
- Demonstrated commitment to customer service and equitable provision of services
- Willingness to work a flexible schedule to meet member libraries' needs
- Tact and courtesy in dealing with employees, clients, member libraries, and the public
- Able to work effectively individually and in a team-based environment
- Valid NYS driver's license required

The Mohawk Valley Library System is an equal opportunity employer. Reasonable accommodations will be provided for people with disabilities.

Approved March, 2026