Berne Public Library1763 Helderberg Trail
P.O. Box 209
Berne, NY12023
518-872-1246
www.bernepubliclibrary.org

The Berne Public Library Board of Trustees seeks an exceptional Library Manager to lead the library's services, programs, and community engagement efforts.

The Berne Public Library (BPL) is a municipal library serving approximately 2,600 residents in Berne, New York, about 25 miles southwest of Albany. Supported by a dedicated staff of part-time employees, volunteers, and an active Friends group, BPL is part of the Upper Hudson Library System (UHLS). Additional information is available at www.BernePublicLibrary.org.

RESPONSIBILITIES: The ideal candidate will be an energetic, creative leader with the skills and experience to plan and deliver services and programs while building strong community support. The Manager position involves scheduled evening and weekend hours. The Manager reports to the Board of Trustees and Berne Town Board. Key responsibilities include but not limited to:

· Promoting a positive image of BPL while delivering exceptional service.

· Working cooperatively and communicating effectively with patrons, schools, businesses, municipal entities, volunteers, staff, the Board of Trustees, and local community groups to develop and manage library programs and collections based on community needs and feedback.

· Hiring, training and supervising Library staff, including exercising fiscal responsibility for payroll,

· Collaborating with fellow library directors and managers, community members, and local organizations to support library interests and activities.

· Maintaining library's hardware and software technology and identifying and implementing emerging technology.

· Maintaining ongoing communication with the Board on relevant issues.

· Advising the Board and working closely with Trustees on all library matters, including reviewing, updating, and developing library policies.

· Managing outreach, collection development, social media, facilities, and information services in accordance with Board policies.

· Using surveys, reports and assessments to gather community input to ensure alignment with BPL Long Range Plan.

· Participating with Board of Trustees in developing and presenting annual library budget.

· Identifying additional funding opportunities and pursuing grant support.

· Monitoring funding and completing financial reporting to the Board and ensuring alignment of spending with BPL Long Range Plan.

QUALIFICATIONS: Completion of 60 credit hours at a regionally accredited or New York State-registered college or university, plus two years of professional experience in nonprofit services, government, education, or human services, or library administration. The outstanding candidate will have prior experience as a Library Director or Assistant Director. Experience in an equivalent volunteer library leadership role may be substituted for professional experience. Candidates should also have experience with or knowledge of library and technology services.

SALARY & HOURS: $23.00 per hour, 32 hours per week, including a flexible schedule and contributions to the New York State Retirement System. Position is available January 1, 2027.

APPLICATION DEADLINE: November 30, 2026.

HOW TO APPLY: Qualified candidates should submit a cover letter, resume, and contact information for three professional references to kerrl@bernepubliclibrary.org