



Executive Director Position, Chautauqua-Cattaraugus Library System

Lead a rural public library system that's on the cutting edge of innovative new services to its member libraries!

The Chautauqua-Cattaraugus Library System, CCLS, headquartered in Jamestown, NY, seeks an Executive Director that leads as well as listens; appreciates the struggles and accomplishments of rural public libraries; is willing to get in the trenches to help members seek the resources needed to provide current technology, services, and programs; and mentors all CCLS stakeholders.

CCLS will be the first public library system in New York State to move to KOHA an open source ILS. Take this opportunity to continue creating and fostering services that enable our member libraries to expand outreach to rural communities.

Come enjoy Chautauqua and Cattaraugus Counties as we are home to four season recreational activities, world-class art and educational institutions, with the National Comedy Center, the Chautauqua Institution, and so much more!

General Information - The Executive Director administers CCLS which is a cooperative library system chartered by the NYS Regents to serve the 36 public libraries in the two county area. CCLS has an annual budget totaling \$1.5 million and employs 10 full and 5 part time staff.

Responsibilities - Manage all System service operations and provide leadership and direction, recommend policy to the board, implement adopted policies, prepare strategic plans and annual goal statements. Recruit, select and supervise System staff. Provide leadership that creates an effective and productive working environment. Administer the financial resources to deliver high quality, efficient and cost-effective System services that address member library priorities; consult regularly with System trustees and member library directors. Prepare and effectively administer the budget; prepare budget applications to State and County governments, and grant applications as appropriate. Ensure that System procedures, policies and official records conform to applicable laws and regulations. Supervise the maintenance and improvement of System facilities. Seek imaginative and innovative means for delivering services tailored to meet the library and information needs of a diverse group of member libraries. Serve as a consultant to member library staff and trustees on administrative, legal and service issues. Maintain good working relations and open communication with all 36 individual member library directors, including two Co-Central libraries. Demonstrate understanding of technology and its growing and changing applications to libraries. Keep abreast of current practice in the profession through reading, networking with colleagues, attending workshops and conferences and being active in professional organizations. Provide advocacy for libraries at the local, county and state levels and establish working relationships with elected officials at all levels, as well as with the New York State Library.

Qualifications - A master's degree (MLS, MLIS, MSLS) from an ALA accredited library school. Possess or be eligible for New York State Public Librarian's Professional Certificate. Eight or more years of professional library experience (post MLS), two years of which must have been in an administrative capacity in a library. Public library experience is preferred. Commitment to professional development as demonstrated by participation in continuing education opportunities. Possess a valid driver's license or be eligible for a NYS driver's license, as position requires travel within two county area and to seminars and workshops as needed. Live in or be willing to relocate to Chautauqua or Cattaraugus County.

Compensation - Salary is negotiable beginning at \$80,000 with an attractive benefits package.

How to Apply - Apply online at <https://www.indeedjobs.com/chautauqua-cattaraugus-library-system>. Upload resume & list 3 references in cover letter via Indeed's cover letter section (under *Apply Now*).

Further Information - For further information contact: Megan Disbro at mdisbro@cclslib.org or 716-664-6675, ext 251. Review of applications begins September 25, 2018.