



Job Title: Outreach and Programming Manager

Department: Management Team

Reports to: Executive Director

Supervise Others: Yes

Schedule: Full Time

Status: Exempt

Work involves ensuring that employees, volunteers, work routines, programs, and outreach meet the organization's goals and objectives for the Prendergast Library. This position manages the work of persons in the organization who provide direct services to patrons and is also expected to be a dynamic leader within the management team. Work is performed under the direction of the Library Director.

Key Responsibilities/Functions:

- Translates library's mission, values and strategy to employees, policy, and work routine
- Networks and develops positive relationships with the patrons and community organizations who use the library and serves as a contact person for general and specific inquiries about library programs and outreach
- Works closely with the management team to improve the overall value, effectiveness and efficiency of all library work routines, resources, programs and services, and communicates information to the library team on a regular basis
- Coordinates the development, implementation, promotion, and evaluation of library programs and outreach in collaboration with the management team
- Works closely with the management team to coach and mentor both individual employees and work teams to ensure quality programs and services
- Updates and oversees the Summer Reading Program and Makerspace; develops and coordinates special events
- Oversees program and staff schedules, calendars, and promotional materials, including the website, social media pages and newsletter
- Handles emergent situations in the absence of the Executive Director and works with appropriate parties to resolve situations; problem solves various patron and staff concerns
- Participates in ongoing professional development and maintains up to date knowledge of current practices in library science by attending workshops, library conferences and other professional training opportunities
- Travels as required
- Performs other duties and responsibilities as assigned

Qualifications and Skills Required:

- MLS from an ALA-accredited program; applicants without an MLS but with a Master's or Bachelor's plus experience are also encouraged to apply
- Leadership experience with ability to be self-aware, listen, give feedback, and understand and value diversity
- Forward thinker with ability and willingness to learn, adapt to new technologies, and be flexible when faced with challenging situations
- Skilled collaborator with ability to partner, work within teams, build relationships, identify and implement solutions
- Ability to think strategically to set and monitor project goals, delegate, and evaluate outcomes
- Ability to exercise good judgment, decisiveness and creativity when problem solving and making decisions
- Excellent written and oral communication skills

Desirable:

- Experience in a public library or non-profit setting
- Knowledge of New York State laws and regulations pertaining to public libraries
- Marketing and public relations experience
- Strong working knowledge of Microsoft Office Suite
- Excellent problem solving skills

Employment Details:

- Full-time, Year-Round, Salaried, Exempt
- A daytime schedule with some evenings and Saturdays as needed

- Employer-provided Health Insurance, Dental, Vision, Life Insurance, and paid time off
- Option to join the New York State Retirement System
- Annual Professional Development Opportunities
- Salary Range: \$42,000 - \$46,000 commensurate with experience

Application Instructions:

Interested candidates should submit a cover letter, resume, and three professional references to director@prendergastlibrary.org. Please include "Library Operations Manager – [Your Name]" in the subject line.

Applicants will be accepted until the position is filled.

Equal Employment Opportunity:

The James Prendergast Library recognizes the value of diverse experiences, identities, and backgrounds and is committed to building an equitable, inclusive, and accessible organization. Applicants of all races, religions, gender identities or expressions, familial statuses, sexual orientations, ages, and candidates with disabilities are highly encouraged to apply. We are committed to continually diversifying our team and aim to include new voices and experiences in our work.