

Library Director
Guilderland Public library
Guilderland, NY

The Board of Trustees of the Guilderland Public Library is seeking an experienced, collaborative, community-focused leader to serve as the next Library Director. The Board is looking for a candidate who is committed to providing stable, long-term leadership while fostering organizational growth. The ideal candidate will prioritize developing meaningful relationships to build a coalition amongst the staff, board, community and with the public to fulfill the vision of GPL being the cornerstone of the community.

This is an exciting opportunity to guide a respected public library while building on its strong foundation of public service and dedicated staff. The ideal candidate will be a visible and approachable leader who values open communication, transparency, and relationship-building. They will inspire trust by listening thoughtfully, engaging with stakeholders throughout the organization, and fostering a workplace culture grounded in respect, collaboration, and shared purpose.

The next Director will provide steady leadership and sound administrative oversight while helping the library achieve its strategic goals. Staff are looking for a leader who will invest in the long-term success of the library, take time to understand its people and operations before implementing significant change, and work collaboratively to strengthen organizational culture, staff morale, and community engagement. This position calls for an individual with demonstrated experience in personnel management, budgeting, strategic planning, and organizational leadership, balanced by a commitment to transparency, thoughtful decision-making, and serving as a trusted partner to both staff and the community.

About the Position

The Library Director is responsible for directing, planning, organizing, and coordinating all aspects of the public library services and the work of the library and staff.

Within the library, the Library Director manages the use of the library, collection, facilities, management, planning, and evaluating programs and services. Further, the Director oversees collection development. When appropriate, the Director seeks outside and grant funding opportunities. The Director is ultimately responsible for managing the expenditure of funds and manages the annual and capital budgeting.

In collaboration with the Assistant Director and Department Heads, the Library Director manages a staff of 70+ employees. The Director participates in the collective bargaining process and negotiates the terms of the agreement, including but not limited to, leave, insurance, and salary. The Director administers personnel policies and oversees annual performance reviews of staff members.

Working with the Board, the Director develops and recommends policies to the Board of Trustees, implements policies as they are adopted, and ensures adherence. The Director will maintain excellent lines of communication with the Board.

In the community, the Library Director pursues public relations opportunities and represents the library before governmental agencies and community groups. The Director participates in professional organizations, systems meetings, continuing education workshops, and maintains professional development. The Director works collaboratively with the Guilderland Library Foundation and the Friends Group.

This full-time position has a comprehensive benefits package and includes participation in the New York State Retirement System.

The starting salary for the Guilderland Public Library Director is \$100,000-125,000, depending on the qualifications and experience of the selected candidate.

About Guilderland Public Library

The mission of the Guilderland Public Library is to provide equal access to materials, programs, and services to our community for lifelong learning, cultural enrichment, and enjoyment. Established in 1957, GPL is a true community library with the vision that the library is the cornerstone of the community. GPL is a school district library, governed by an elected nine-member Board of Trustees. The library serves a population of over 36,000 Guilderland residents and beyond as a part of the 29-member Upper Hudson Library System.

In 2020, GPL embarked on a 9 million dollar building update, adding 6,555 square feet to expand the building's footprint to 34,583 square feet. These recent improvements include a new children's library, a dedicated teen room, additional meeting space, all gender restrooms, enhanced safety components, and green initiatives.

About the Community

The Town of Guilderland is located in Albany County and is a part of the greater Capital Region. Guilderland is a vibrant community with an excellent school district that offers both suburban and rural options for residents. The town of 36,000 offers the amenities of a city and the charm of a small town.

The area has access to multiple higher education institutions, cultural activities, and entertainment. The region is home to many outdoor recreational areas for hiking, skiing, watersports, and more. Its proximity to major cities such as New York City, Boston, and Montreal make Guilderland an attractive town to live and work.

Minimum Requirements

- A master's degree in library science or equivalent from an institution that is accredited by American Library Association or the New York State Education Department.

- A minimum of seven years of professional library experience, of which three years must have been in an administrative capacity.
- The Library Director is a civil service position under the Albany County Department of Civil Service and appointment to this position will be provisional, with permanent appointment contingent upon passing the Albany County Civil Service Exam, Library Director III when next offered.
- Applicants may be eligible for permanent appointment if they have permanent civil service status as a Library Director III or higher.
- Further information on the requirements, qualifications, and typical activities required by Civil Service for the position are available at <https://bit.ly/libdir3>.

Preferred Experience

Effective administration of a public library in a unionized environment.

How to Apply

Interest candidates should submit a resume, concise cover letter, and three professional references to the Search Committee at gpldirsearch@guilderlandlibrary.org. Applications are due by August 31, 2026. Applications received after this date may be considered but will not be given priority.