

ASSISTANT LIBRARY DIRECTOR III

Code No: 3-19-007
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for assigned phases of library administration. Work is performed in accordance with prescribed policy with wide leeway allowed for the exercise of independent judgment. General direction is received from the Library Director III and acts for the Library Director III in his/her absence. General supervision is exercised over Librarians, Librarian Trainees, Library Assistants or Library Clerks. Does related work as required. work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed.):

Recommends policies and procedures to the Library Director;

Conducts studies and analyses of library operations and makes recommendations;

In the absence of the Director acts in his or her stead;

Develops, recommends and implements new programs and/or services;

Develops grants for library programs and services as appropriate and available;

Consults with department heads on administrative and technical library problems;

Represents the library at community and group meetings;

Conducts staff meetings or staff training sessions;

Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;

Prepares state, local and other statistical or narrative reports as required;

Participates in preparation of departmental budgets;

Participates in recruitment, selection, training and evaluation of employees;

When so assigned, makes decisions concerning the organization and allocation of work to staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of library administration practices; thorough knowledge of modern library organizations, procedures, policies, aims, and services; thorough knowledge of modern principles and practices of library science; thorough knowledge of the applications of computer technology to library operations; ability to carry out library policies; ability to train and supervise library staff; ability to plan and coordinate the work of others; ability to express ideas clearly and effectively, both orally and in writing; ability to read, comprehend, and conduct research studies; ability to comprehend users' needs quickly and accurately; ability

to exercise leadership and motivate others; ability to establish effective working relationships with community organizations; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A Master's Degree in Librarianship from a library that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education methods; PLUS four (4) years of satisfactory professional library experience, one (1) year of which must have been in an administrative or supervisory capacity.

SPECIAL REQUIREMENT: Eligibility for a New York State public librarian's professional certificate at time of application; possession of certificate at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: October 9, 1997

REVISED: December 3, 1998