

LIBRARY DIRECTOR I

Code No: 3-18-011

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for overseeing all Library functions and is also a major provider of professional library services. This may be the only professional position in the library. The responsibilities of the position involve carrying out broad policy as determined by the Library Board of Trustees. The employee reports directly to and works under the general supervision of the Board of Trustees. General supervision is exercised over library personnel. Does related work as required.

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

Plans and implements library programs for patrons of all ages;

Develops the library budget and may do grant administration;

Administers the expenditures of library funds and the collection of library revenues;

Develops long range plans for library service development, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community;

Recommends new services, policies, and personnel actions to the Board of Trustees for approval;

Supervises the work of library employees;

Administers personnel policies, prepares and/or reviews performance evaluations of staff members, hires support staff;

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

Consults with Library System staff in developing, providing, and promoting library services;

Performs collection development by choosing library materials in appropriate formats;

Provides reference and reader's advisory services and instruction to library users;

Performs original cataloging and classification and record editing;

Performs on-line database searches and search training;

Administers the purchase of library materials;

Designs and produces public relations and library instruction materials;

Represents the library before governmental agencies and community groups in seeking

financial resources for the library;

Supervises the maintenance of library property and recommends repairs, alterations and new construction;

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of library administration; good knowledge of library techniques; good knowledge of library materials; good knowledge of applications of computer technology to library operations; good knowledge of on-line databases; ability to carry out library policies; ability to comprehend users needs quickly and accurately; ability to train and supervise a staff; ability to plan and coordinate the work of others; ability to exercise leadership and motivate others; ability to establish and maintain effective professional relationships; ability to evaluate situations, meet people easily and participate effectively in the cultural and intellectual activities of the community; ability to express oneself clearly and concisely both orally and in writing; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices and two (2) years paid full time or its part time equivalent professional library experience subsequent to Master's in Library Science.

NOTE: Some universities have renamed their programs and no longer designate the degree as a Master's in Library Science or Librarianship. Contact the New York State Library's Division of Library Development for assistance.

SPECIAL REQUIREMENT: Possession of a New York State Public Librarian's professional certificate at time of appointment.

REVISED: October 23, 1986

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