

LIBRARY DIRECTOR II

Code No: 3-18-010
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for overseeing all library functions as well as taking an active part in providing professional library services. Duties involve carrying out broad policy as determined by the library board. General supervision is exercised over librarians, library aides and similar positions. 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.)

Develops the library budget, supervises the expenditures of library funds and the collection of library revenues, and may perform grant administration;

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

Reviews and/or develops policies and procedures for the operation of the library;

Supervises the work and training of library personnel;

Administers personnel policies, and recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel;

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, alteration and new construction;

Administers the purchase and selection of library materials;

Performs on-line database searches and search training;

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

Recommends and administers public relations programs;

Coordinates library program operations with municipal departments providing support services in areas such as personnel, legal, financial, public works and data processing;

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

FULL PERFORMANCE KNOWLEDGES, 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 library materials and collection development issues; good knowledge of the applications of computer technology to library operations; ability to carry out library policies and procedures; ability to train and supervise the library staff; ability to plan and coordinate the work of others; ability to exercise leadership and motivate others; ability to read and comprehend library research; ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly; ability to establish working relationships with community organizations; 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 ideas clearly and effectively both orally and in writing to groups and individuals; good judgment; 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 (ALA) or recognized by the New York State Education Department as following acceptable education practices, plus four (4) years paid full-time or its part-time equivalent professional library experience subsequent to receiving the above degree, one (1) year of which must have been in a supervisory or administrative capacity.

SPECIAL REQUIREMENTS: Possession of a New York State Public Librarian's professional certificate.*

*Copy of certificate needs to be submitted at the time of application.

If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

REVISED: October 23, 1986

REVISED: December 3, 1998

REVISED: July 8, 2013

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