

LIBRARY DIRECTOR III

Code No.: 5-12-013
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative librarian position involving responsibility for overseeing all library functions. Duties involve carrying out broad policy as determined by the library board. General supervision is exercised over subordinate staff such as an Assistant Library Director III, Librarians, and other library staff. 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.)

Directs and supervises the budgeting and expenditure of library funds and the collection of library revenues;

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;

Supervises the work of library unit heads and administers personnel policies;

Recommends appointments, transfers, promotions, dismissals and staffing patterns of personnel;

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

Represents the library before governmental agencies and community groups in seeking financial resources for the library;

Reviews and/or develops new procedures for library services;

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

Conducts staff meetings;

Recommends and administers policies on the purchase of library materials;

Recommends and/or administers public relations programs;

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

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 professional materials;

Creates and implements an operating budget;

Leads major library projects.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of library administrative practices; thorough knowledge

of modern library organizations, procedures, policies, aims and services; thorough knowledge of modern principles and practices of library science; good knowledge of library materials; good knowledge of applications of computer technology to library science; 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 evaluate situations, meet people easily and work effectively with other community groups and government agencies; ability to read and comprehend library research; 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 job.

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 accepted education practices plus six (6) years paid full-time or its part-time equivalent professional library experience subsequent to Master's in Library Science, two (2) years of which must have been in an administrative capacity.

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

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.

Monroe County Civil Service Commission

REVISED: October 23, 1986

REVISED: December 3, 1998

REVISED: October 9, 2014

REVISED: November 8, 2018

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.