

LIBRARY DIRECTOR IV

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in the County Library which serves a population between 50,000 and 250,000. The work involves carrying out broad policy as determined by the Library Board of Trustees. Supervision is exercised over the work of other library personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

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;
Reviews and/or develops policies for the operation of the library;
Reviews and/or develops new procedures for library services;
Recommends necessary library services to the Board;
Administers personnel policies, prepares and/or reviews performance evaluations of staff members;
Recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel;
Conducts staff meetings;
Prepares service plan and submits proposed budget to the Library Board;
Directs and supervises the expenditures of library funds and the collection of library revenues;
Recommends and administers policies on the purchase of library materials;
Coordinates library program operations with county departments providing support services in areas such as personnel, legal, financial, public works and data processing;
Represents the library at community and group meetings;
Interacts with governmental agencies and community groups in seeking financial resources for the library;
Recommends and administers public relations programs;
Supervises the maintenance of library property and recommends repairs, alterations and new construction;
Keeps informed of professional developments and attends professional meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of library administration practices;
Comprehensive knowledge of modern library organizations, procedures, policies, aims and services;
Thorough knowledge of the applications of computer technology to library operations;
Thorough knowledge of modern principles and practices of library

science;
Ability to carry out library policies;
Ability to train and supervise library staff;
Ability to plan and coordinate the work of others;
Ability to exercise leadership and motivate others;
Ability to read and comprehend written material;
Ability to comprehend users' needs quickly and accurately;
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;
Ability to read and comprehend written material;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Possession of a Master's Degree in Library Science, Information Studies or other graduate library degree from a library school located in New York State which is registered by the New York State Department of Education or a library school program which is accredited by the American Library Association, and eight years of satisfactory professional library experience in a library of recognized standing, three years of which must have been in an administrative* capacity over a multi-site complex operation.

SPECIAL REQUIREMENT:

- 1) Incumbents in this position are required by the County Legislature to reside within the county of Broome at all times during their employment in the title.
- 2) Possession of a New York State Public Librarian's Professional Certificate.

*Administrative Capacity is defined as spending the entire work week planning, organizing, budgeting/allocating funds, staffing, and communicating.

Neither the Broome County Charter nor Administrative Code references minimum qualifications for this position;

However, minimum qualifications are in accordance New York State Education Department division of Library Development.