

LIBRARY DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position has overall charge of the library while also taking an active part in the provision of professional library services. The position includes supervision of professional and clerical staff as well as time spent in professional library service activities. Work involves carrying out broad policy as determined by the Library Board of Trustees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops the library budget and supervises the expenditures of library funds and the collection of library revenues and may do 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 computer;

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

Supervises the work and training of library personnel;

Administers personnel policies; 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, alterations 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 education courses and reading professional materials.

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 the applications of computer technology to library operations;
Thorough knowledge of modern principals and practices of library science;
Thorough knowledge of library materials and collection development issues;
Ability to carry out library policies and procedures;
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 library research;
Ability to interpret and respond to user's needs quickly and accurately and prescribe information or materials accordingly;
Ability to establish effective working relationships with community organizations;
Ability to express ideas clearly and effectively both orally and in writing to groups and individuals.

MINIMUM QUALIFICATIONS: Possession of a Master's Degree in Library Science, Information Studies or other graduate library degree from a library school that is located in New York State which is registered by the New York State Department of Education or a library school that is accredited by the American Library Association; and 3-7 years of professional library experience, one year of which must be supervisory or administrative; AND

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

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