

ASSISTANT LIBRARY DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Library Director I, an incumbent of this class is responsible for assigned phases of library administration and services. As with the Library Director I, this position involves professional librarian activities and services as well as assisting the Director with administration tasks. The incumbent acts for the Library Director when delegated to do so. Supervision is exercised over the work of professional and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and recommends new types of library services;

Conducts studies of operating procedures and makes policy recommendations to the Library Director;

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;

Assists Director in collection development by choosing library materials in appropriate formats;

Assists Director in designing and producing public relations and library instruction materials;

Assists in preparing preliminary budget estimates;

Participates in staff selection and in the development of the personnel program;

Keeps informed of developments in the profession;

Attends professional meetings;

Supervises professional and clerical library staff;

May conduct staff meetings;

May represent the library at community and group meetings;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of modern library organizations, policies, procedures and services; thorough knowledge of modern principles and practices of library science, including the use of computer technology in library operations; good knowledge of library administrative practices; ability to carry out library policies; ability to comprehend and identify users' needs accurately; ability to train and supervise library staff; ability to plan, lay out and coordinate the work of others; ability to evaluate situations, meet people easily and to participate effectively in the cultural and intellectual activities of the community; ability to express oneself clearly and concisely both orally and in writing; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative in making constructive suggestions for improvements in services and book collections; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact and courtesy in dealing with staff and the general public; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Master's Degree* in Library Science from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable educational practices, and 1 (one) year of professional library experience.

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

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise indicated, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages
Cities of Rye & Peekskill
School Districts
J. C.: Competitive
MPM3
1b

Job Class Code: 0226 (Towns & Villages)
S226 (School Districts)