

ASSISTANT LIBRARY DIRECTOR I

GENERAL STATEMENT OF DUTIES: Serves as Assistant Library Director to a Library Director I; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Library Director, an incumbent of this class is responsible for assigned phases of library administration and services. The incumbent acts for the Library Director when delegated to do so. Supervision is exercised over the work of professional and clerical personnel.

EXAMPLES OF WORK: (Illustrative Only)

Plans and recommends new types of services;

Recommends policy to the Library Director;

Makes studies of operating procedures;

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;

May supervise selection of library materials;

May review work performed by professional support personnel;

May conduct staff meetings;

May represent the library at community and group meetings.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of library techniques; good knowledge of library administrative practices; ability to carry out library policies; ability to comprehend readers' needs quickly and accurately; ability to train and supervise the 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; initiative in making constructive suggestions for improvements in services and book collections; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: 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 acceptable educational practices and one year of satisfactory professional library experience.

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

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

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