

ASSISTANT LIBRARY DIRECTOR III

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

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Library Director III, an incumbent of this class is responsible for assigned phases of library administration. Work is almost entirely administrative and is performed in accordance with prescribed policy. However, incumbents are allowed considerable leeway for the exercise of independent judgment and initiative. Incumbent acts for the Library Director when delegated to do so. Supervision is exercised over the work and personnel of library functional units.

EXAMPLES OF WORK: (Illustrative only)

Recommends policies and procedures to the Library Director;

Conducts studies and analyses of library operations and makes recommendations;

In the absence of the Director acts in his or her stead;

Develops, recommends and implements new programs and/or services;

Develops grants for library programs and services as appropriate and available;

Consults with department heads on administrative and technical library problems;

Represents the library at community and group meetings;

Conducts staff meetings or staff training sessions;

Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;

Prepares state, local and other statistical or narrative reports as required;

Participates in preparation of departmental budgets;

Participates in recruitment, selection, training and evaluation of employees;

When so assigned, makes decisions concerning the organization and allocation of work to staff;

May use computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of library administration practices; thorough knowledge of modern library organizations, procedures, policies, aims and services; thorough knowledge of modern principles and practices of library science; thorough knowledge of the applications of computer technology to library operations; good oral communication skills with both individuals and groups; ability to carry out library policies; ability to train and supervise library staff; ability to plan and coordinate the work of others; ability to express ideas clearly and effectively, both orally and in writing; ability to read, comprehend and conduct research studies; ability to comprehend users' needs quickly and accurately; ability to exercise leadership and motivate others; ability to establish effective working relationships with community organizations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact and courtesy in dealing with staff and public; physical condition commensurate with the duties 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 education methods and 5 years of satisfactory professional library experience, at least 1 year of which must have been in an administrative capacity.

SPECIAL REQUIREMENT: Eligibility for a New York State public librarian's professional 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.