

ASSISTANT LIBRARY DIRECTOR III

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 and services. 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. The incumbent acts for and on behalf of the Library Director as needed. Supervision is exercised over professional and support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

Performs administrative tasks to ensure the smooth and effective operations of library programs and delivery of services;

Recommends policies and procedures to the Library Director based on studies and analyses of library operations;

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

Researches, writes and submits grants for library programs and services;

Consults with department heads on administrative and technical library problems;

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;

Represents the library at community and group meetings;

Conducts staff meetings or staff training sessions;

Keeps abreast of current developments in library science and administration through participation in professional organizations, workshops, seminars, continuing education courses and reading relevant literature and publications, and communicates pertinent information to staff to enhance the effectiveness and efficiency of library services;

Makes decisions regarding allocation and organization of work to library staff as assigned;

Acts for and on behalf of the Library Director III in his or her absence;

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 administration and practices; thorough knowledge of modern library organization, 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 materials; 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 comprehend and identify users' needs accurately; ability to read, comprehend and conduct research studies; ability to establish effective working relationships with community organizations; ability to evaluate situations, meet people easily and participate effectively with other community groups or government agencies; ability to communicate effectively both orally and in writing to groups and individuals; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; 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 the general public; initiative in making constructive suggestions for improvements in library services; 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 education practices, and five (5) years of professional library experience, at least one (1) year of which must have been in a supervisory or 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 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.

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Job Class Code: 0220 (Towns & Villages)
S220 (School Districts)