

LIBRARY DIRECTOR II

GENERAL STATEMENT OF DUTIES: Serves as head of a library and provides professional library services; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position has overall charge of a 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.

EXAMPLES OF WORK: (Illustrative Only)

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 community;

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, dismissals and staffing patterns of personnel;

Conducts staff meetings;

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;

EXAMPLES OF WORK: (continued)

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

May perform original cataloging and classifying;

May compile booklists and bibliographies;

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

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 the applications of computer technology to library operations; thorough knowledge of modern principles 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 users' 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; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgment; 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 practices and 4 years of professional library experience, at least one year of which must have been in a supervisory or administrative capacity.

SPECIAL REQUIREMENT: Possession of a New York State public librarian's professional 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: 0218 (Towns & Villages)
S218 (School Districts)

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