

LIBRARY DIRECTOR III

DISTINGUISHING FEATURES OF THE CLASS: Under the general direction of the Library Board, an incumbent of this class is responsible for the management and administration of the library and for carrying out broad policy as established by the Library Board of Trustees. This is a chief administrative position involving responsibility for all library functions. Supervision, both direct and indirect through subordinate supervisors, is exercised over the work of other library personnel including professional, paraprofessional, clerical and maintenance employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Directs and supervises the budgeting and expenditure of library funds and the collection of library revenues;

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;

Administers grants and may identify and secure other grant funding and additional revenue sources;

Supervises the work of library unit heads and administers personnel policies;

Recommends appointments, transfers, promotions, dismissals and staffing patterns of personnel;

Reviews and/or develops policies for the operation of the library and new procedures for library services;

Represents the library before governmental agencies and community groups in seeking financial resources for the library;

Administers personnel policies, prepares and/or reviews performance evaluations of staff members;

Conducts staff meetings;

Recommends and administers policies on the purchase of library materials;

Recommends and/or administers public relations programs;

Coordinates library program operations with municipal departments support services in areas such as personnel, legal, financial, public works and data processing;

Supervises the maintenance of library property and recommends repairs, alterations and new construction;

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

Prepares State, local and other statistical or narrative reports as needed, required or requested by the Library Board;

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

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of library administration practices; comprehensive knowledge of modern library organization, procedures, policies, aims and services; comprehensive knowledge of modern principles and practices of library science; thorough knowledge of applications of computer technology to library operations; good knowledge of library materials; ability to carry out library policies; ability to comprehend users' needs quickly and accurately; ability to train and supervise the library staff; ability to plan and coordinate the work of others; ability to exercise leadership and motivate others; 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 and comprehend library research; 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; 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: 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 6 (six) years of professional library experience, at least 2 (two) of which must have been in a supervisory or administrative capacity.

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 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.

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

Towns, Villages,
Cities of Rye and Peekskill, Special Districts
J.C.: Competitive

Job Class Code: 0217 (T & V)
S217 (S D)