

LIBRARY DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position has overall charge of a library with a moderately complex organizational pattern, while also taking an active part in the provision of professional library services. This class differs from Library Director III, as the incumbent has a balance of administrative duties and librarian duties. 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.

TYPICAL WORK ACTIVITIES:

1. Supervises the maintenance of library property and recommends repairs, alterations and new construction;
2. Develops the library budget and supervises the expenditures of library funds and the collection of library revenues and may do grant administration;
3. Develops and evaluates the plans for library services, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community;
4. Reviews and/or develops policies and procedures for the operation of the library;
5. Administers personnel policies; recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel;
6. Represents the library before governmental agencies and community groups in seeking financial resources for the library;
7. Administers the purchase and selection of library materials;
8. Performs on-line database searches and search training;
9. Provides reference and reader's advisory services to library users;
10. Recommends and administers public relations programs;
11. Conducts staff meetings;
12. Keeps informed of professional developments through attendance at and participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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 express ideas clearly and effectively both orally and in writing to groups and individuals; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

LIBRARY DIRECTOR II (Cont'd)

MINIMUM QUALIFICATIONS:

A Master's degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the N.Y.S. Education Department as following acceptable education practices and four (4) years of professional library experience, one year of which must have been in a supervisory or administrative capacity.

SPECIAL REQUIREMENT:

Eligibility for a N.Y.S. public librarian's professional certificate at the time of application. Possession of certificate at time of appointment.

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