

LIBRARY DIRECTOR III

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position is chief administrator in a Library with a complex organizational pattern. This class differs from Library Director II, as the incumbent will rarely have librarian duties and will spend the entire work week planning, organizing, budgeting, staffing, communicating, and performing other administrative duties. The work involves carrying out broad policy as determined by the Library Board of Trustees. Supervision is exercised over the work of subordinate supervisors, including professional and clerical personnel.

TYPICAL WORK ACTIVITIES:

1. Directs and supervises the budgeting and expenditure of library funds and the collection of library revenues;
2. 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;
3. Supervises the work of library unit heads and administers personnel policies;
4. Recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel;
5. Reviews and/or develops policies for the operation of the library;
6. Represents the library before governmental agencies and community groups in seeking financial resources for the library;
7. Reviews and/or develops new procedures for library services;
8. Recommends and administers policies on the purchase of library materials;
9. Recommends and/or administers public relations programs;
10. Coordinates library program operations with municipal departments' support services in areas such as personnel, legal, financial, public works and data processing;
11. Supervises the maintenance of library property and recommends repairs, alterations and new construction;
12. Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and professional materials;
13. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of library administrative practices; comprehensive knowledge of modern library organizations, 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; ability to train and supervise 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 work effectively with other community groups or government agencies; ability to read and comprehend library research; ability to communicate effectively both orally and in writing; physical condition commensurate with the duties of the position.

LIBRARY DIRECTOR III (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 New York State Education Department; and six (6) years of satisfactory professional library experience, one (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 the time of application.
Possession of certificate at time of appointment.

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