



CIVIL DIVISION
CLASS SPECIFICATION

LIBRARY DIRECTOR IV

DATE ADOPTED: 10/24/2025

LAST REVISION:

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DISTINGUISHING FEATURES OF THE CLASS:

This is a professional leadership position under the general direction of the Board of Trustees, responsible for directing a public library. The work involves implementing Library Board policies by developing procedures and delegating responsibilities. This position is distinguished from a Library Director III position by the greater degree of coordination and managerial skills required due to the size of the library facility itself, the quantity of books and materials in the library's collection, the size of the budget, the volume of programs offered and the size of the staff, government relations, public and community relations, physical facilities, fiscal affairs, resource development, personnel and labor relations, and compliance with all laws and regulations. The incumbent also ensures that the library goals and objectives reflect the library's strategic plan, including its mission statement and the needs of populations to be served, and that these goals and objectives are communicated to the library's public. Supervision is exercised over the work of library personnel through supervisory staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those typical work activities performed by lower-level titles in the series. They are indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all-inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Develops, implements, and periodically evaluates a multi-year strategic plan which addresses the library's mission and strategic direction;
2. Develops and reviews annually a plan for the delivery of programs and services which matches the resources of the library with the goals and objectives in the strategic plan;
3. Provides direction and holds senior staff accountable for achieving financial and program goals;
4. Provides sound fiscal management of the library, develops an annual operating and capital budget for consideration by the Board of Trustees, and manages expenses in relation to established goals;
5. Coordinates efforts to secure maximum available revenue through government and private funding grants and fund raising;
6. Coordinates with the Board of Trustees through its designated officers and committee chairs, providing policy and procedure recommendations as appropriate;
7. Attends meetings of the Board and its Committees and informs the Board of significant fiscal, program, personnel and other management matters;
8. Promotes effective public and community relations with funders, library users, media representatives, and the community;
9. Serves as the primary representative and spokesperson of the library;
10. Directs the formulation, interpretation and administration of the personnel policies and practices for the library, within the context of the Civil Service Law, rules and regulations and negotiated labor-management agreements;



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11. Recruits, hires, supervises and evaluates the performance of staff, provides appropriate disciplinary action when necessary, and oversees these activities for all other staff;
12. Develops and maintains a positive and progressive staff development program;
13. Develops a close working relationship with local, state and national elected officials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of issues facing libraries today as well as modern library services, programs and administrative practices; thorough knowledge of budgeting and financial management practices; thorough knowledge of applications of computer technology to library operations, budgets, services and programs; ability to draft, propose, administer, evaluate and revise library policies; ability to provide for an effective staff development and training program for all library staff and volunteers; ability to plan, lay out and coordinate the work of all library departments, delegating responsibility when appropriate; ability to work effectively with state and local leaders, particularly the elected officials and leaders of Dutchess County; ability to evaluate situations, interact with people easily and participate effectively in the cultural and intellectual activities of the community; ability to communicate effectively both orally and in writing; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the duties of the position.

MINIMUM QUALIFICATIONS:

Master's degree in library science or library information science that is accredited by the American Library Association or recognized by the New York State Education Department, and eight years of satisfactory professional library experience, two years of which must have been in an administrative capacity.

Note: Administrative experience shall include experience involved in planning, resource allocation, program evaluation and policy formulation. Experience performing specialized functions or "staff activities" such as budgeting, finance, administrative analysis or personnel, which do not involve the aforementioned responsibilities, are not considered administration experience.

SPECIAL REQUIREMENT:

Possession of a New York State public librarian's professional certificate at the time of application and to maintain the position.

Possession of a valid Driver License to operate a motor vehicle in New York State at the time of application and to maintain the position.

CIVIL DIVISION USE ONLY:

JURISDICTIONAL CLASSIFICATION: Competitive

REVISION HISTORY: