

ASSISTANT LIBRARY DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility, under the general direction of a Library Director, for assigned phases of library administration and services. Work is performed in accordance with prescribed policy with considerable leeway allowed for the exercise of independent judgement and initiative. This position involves professional librarian activities as well as administration. Acts for the Library Director when delegated to do so. Supervision is exercised over the work and personnel of library function units.

TYPICAL WORK ACTIVITIES:

The following is 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, recommends and implements new programs and/or services;
2. Recommends policies and procedures to the Library Director;
3. In the absence of the Library Director functions in his or her stead;
4. Consults with professional staff on administrative and technical library problems;
5. Conducts studies and analysis of library operations and makes recommendations;
6. Participates in or supervises the selection of library materials;
7. Develops grants for library programs and services as appropriate and available;
8. Provides reference and reader's advisory services to library users and instructs the public to maximize the use of library resources;
9. Participates in recruitment, selection and training and evaluation of employees;
10. Prepares state, local, and other statistical or narrative reports as needed or required;
11. Conducts staff meetings or staff training sessions;
12. Represents the library at community and group meetings;
13. Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
14. Participates in preparation of departmental budgets;

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 modern principles and practices of library science; thorough knowledge of the applications of computer technology to library operations; good oral communication skills with both individuals and groups; ability to carry out library policies; ability to train and supervise library staff; ability to plan, coordinate and supervise the work of others; ability to express ideas clearly and effectively, both orally and in writing; ability to read, comprehend and conduct research studies; ability to comprehend users' needs quickly and accurately; ability to exercise leadership and motivate others; ability to establish effective working relationships with community organizations; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the duties of the position.

ASSISTANT 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 New York State Education Department and four (4) years of satisfactory professional library experience, one year of which must have been in an administrative or supervisory capacity.

SPECIAL REQUIREMENT:

Eligibility for a New York State public librarian's professional certificate at the time of application for appointment; possession of certificate at time of appointment.

AR0105

ADOPTED: 10/18/74

REVISED: 05/05/89 06/01/89 10/29/96 11/07/01