

LIBRARY DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS:

The incumbent in this position has overall charge of a library and is also a major provider of professional library services. The position differs from Library Director II in that a much greater percentage of its time is dedicated to librarian type duties as opposed to general policy formulation and administration. Often, the Library Director I may be the only professional level position in the library. The position supervises a primarily para-professional and clerical staff. The work is performed under the general direction of the Library Board of Trustees.

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 and implements programs and policies with approval of the Board of Trustees;
2. Develops and administers the library budget, including the obtaining and administering of grants;
3. Plans and supervises the work of library employees;
4. Prepares state, local, and other statistical or narrative reports as requested or as required;
5. Performs collection development by choosing and administering the purchase of library materials that best meet the needs of clientele;
6. Provides reference and readers' advisory services and instruction to library users;
7. Performs original cataloging and classification and record editing;
8. Performs on-line database searches and search training;
9. Designs and produces public relations and library instruction material;
10. Represents the library before governmental agencies and community groups in seeking financial resources for the library;
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, and reading professional material.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the theories, procedures, materials and sources of library science; good knowledge of library organizations, procedures, policies, aims and services; good knowledge of the applications of computer technology to library operations; good knowledge of library materials and collection development issues; good knowledge of on-line database systems; ability to formulate questions, analyze problems, and carry out decision making process; ability to carry out library policies and procedures; ability to train and supervise staff; ability to read and comprehend library literature and research studies; 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; ability to establish effective working relationships with community organizers; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

LIBRARY DIRECTOR I (Cont'd)

MINIMUM QUALIFICATIONS:

A Master's degree in Librarianship or a closely related degree 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 one (1) year of professional library experience.

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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ADOPTED: 02/06/98