

## ASSISTANT LIBRARY DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for assigned phases of library administration and services. Responsibilities include acting for the Library Director in that person's absence. Work is performed under general direction of the Library Director. Supervision is exercised over the work of professional and non-professional library personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assumes the responsibilities of Library Director in that person's absence;

Works closely with the Director on studies and developments of the library program;

Supervises professional and other library personnel;

Assumes and carries out any delegated work with staff, pages and volunteers;

Makes recommendations for new adult materials that fall within field of experience and expertise;

Maintains reference sections and designates books for inclusion;

Catalogues and classifies audio-visual materials;

Offers such guidance and assistance to individual patrons as training and experience allow;

Directs patrons doing research to proper sources;

Demonstrates proper use of AV equipment;

Initiates programs, under general supervision of Director, as delegated;

Assists Director in programs of cooperation with other libraries, community agencies and organizations;

Serves on professional committees and attends professional meetings;

Supervises the circulation desk;

Supervises preparation of regular overdue notices;

Supervises preparation of daily and monthly circulation statistics;

Supervises inter-library loan and electronic mail procedures;

May represent the Library at community and professional meetings.

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of library science; good knowledge of the applications of computer technology to library operations; good knowledge of modern library organizations, procedures, policies, aims and services; working knowledge of library administration practices; 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; tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS: Either

- a) Master's degree in library science from a college or university program either American Library Association-accredited, or otherwise meeting requirements of NYCRR Title 8, §90.7 in qualifying graduates for New York State librarian certification, and three (3) years post graduate professional library experience in a library of recognized standing; or
- a) An equivalent combination of education and experience as indicated in a) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Eligibility for a New York State public librarian's professional certificate at time of application.
2. Possession of a New York State public librarian's professional certificate at time of appointment.