

ASSISTANT LIBRARY DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility 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 judgment and initiative. As with the Library Director II this position involves professional librarian activities as well as administration, and power to act for the Library Director when delegated to do so. Work is performed under general direction of a Library Director II. Supervision is exercised over the work of subordinate library personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Recommends policies and procedures to the Library Director;
Conducts studies and analysis of library operations and makes recommendations;
Functions in place of the Library Director in his or her absence;
Develops, recommends and implements new programs and/or services;
Develops grants for library programs and services as appropriate and available;
Consults with department heads on administrative and technical library problems;
Participates in or supervises the selection of library materials;
Provides reference and reader's advisory services to library users and instructs the public to maximize the use of library resources.
Represents the library at community and group meetings;
Conducts staff meetings or staff training sessions;
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
Prepares state, local, and other statistical or narrative reports as needed or required;
Participates in preparation of departmental budgets;
Participates in recruitment, selection, training and evaluation of employees;
May be assigned to make decisions concerning the organization and allocation of work to staff;
Performs a variety of related activities as required.

ASSISTANT LIBRARY DIRECTOR II (cont'd)

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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of library science; thorough knowledge of the applications of computer technology to library operations; thorough knowledge of modern library organizations, procedures, policies, aims and services; good 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:

- 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.