

LIBRARY DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for all library functions. The work involves carrying out broad policy as determined by the library board. Direct supervision is exercised over the work of other library personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Supervises the maintenance of buildings and grounds;
Recommends repairs, alterations, and new construction;
Evaluates the effectiveness of the library's services in relation to the changing needs of the community;
Recommends necessary library services to the board;
Recommends and administers personnel policies;
Prepares preliminary budget estimates;
Submits a budget to the library board;
Plans the installation of new types of services;
Directs and supervises the expenditures of library funds;
Represents the library at community and group meetings;
Recommends and administers public relations programs;
Recommends and administers policies on the purchase of library materials; Attends professional meetings;
Conducts staff meetings;
Recommends appointments, transfers, promotions, and dismissals;
Keeps informed of professional developments;
Revises and corrects the work of professional and non-professional personnel;
May perform original cataloging and classifying;
Selects materials for acquisition;
Performs difficult and involved informational, reference, and referral services;
Compiles booklists and bibliographies;
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: Thorough knowledge of library administrative practices; good knowledge of modern library organizations, procedures, techniques, policies, aims and services; good knowledge of the applications of computer technology to library operations; good knowledge of modern principles and practices of library science; good knowledge of library materials and collection development issues; ability to carry out library policies and procedures; ability to comprehend users' needs quickly and accurately; ability to train and supervise the library staff; ability to plan and coordinate the work of others;

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ability to exercise leadership and motivate others; ability to evaluate situations, meet people easily, and participate effectively in the cultural and intellectual activities of the community; ability to express oneself clearly and concisely both orally and in writing to groups and individuals; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgment.

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 four (4) years post graduate professional library experience in a library of recognized standing; or
- a) An equivalent of training 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 REQUIREMENT:

Possession of a New York State public librarian's professional certificate at time of application.