

## LIBRARY DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this position has overall charge of a library while also taking an active part in the provision of professional library services. The position includes supervision of professional and clerical staff as well as time spent in professional library service activities. Work involves carrying out broad policy as determined by the Library Board of Trustees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Prepares library budget, submits a budget to the library board; Directs and supervises the expenditures of library funds and the collection of library revenues and may do grant administration;

Develops and evaluates plans for library services and programs; Evaluates the effectiveness of library programs and services in relation to the changing needs of the community; recommends necessary library services to the board; plans the installation of new types of services;

Reviews and/or develops policies and procedures for the operation of the library;

Supervises the work and training of library personnel; Administers personnel policies; recommends appointments, transfers, promotions, and dismissals;

Conducts staff meetings;

Represents the library before governmental agencies and community groups in seeking financial resources for the library;

Supervises the maintenance of buildings and grounds, recommends repairs, alterations, and new construction;

Recommends and administers policies on the purchase of library materials;

Represents the library at community and group meetings;

Recommends and administers public relations programs;

Provides reference and reader's advisory services to library users;

Coordinates library program operations with municipal departments providing support services in areas such as personnel, legal, financial, public works and data processing;

Keeps informed of professional developments through attendance at and participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;

Attends professional meetings;

May perform original cataloging and classifying;

Selects materials for acquisition;

Performs online database searches and search training;

Compiles booklists and bibliographies;

Performs a variety of related activities as required.

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 KNOWLEDGES, 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; thorough knowledge of library materials and collection development issues; ability to carry out library policies and procedures; 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 to groups and individuals; ability to read, comprehend and conduct library research studies; ability to comprehend interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly; 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 an American Library Association-accredited college or university program and five (5) years post graduate professional library experience in a library of recognized standing, one year of which must be supervisory or administrative; or
- b) An equivalent combination 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 public librarian's professional certificate issued by the State of New York at time of application.