

ASSISTANT LIBRARY DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS: This is professional public library work of a complex nature that involves a responsibility, under the direction of the Library Director I, for assigned phases of library administration and the provision of professional library services. The work of an Assistant Library Director I differs from that of an Assistant Library Director II in that the former works in a small library with a limited number of staff members so must perform librarian duties for a significant amount of time and much less time on administrative duties. The incumbent acts for the Library Director in his/her absence. General and/or direct supervision is exercised over professional and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs a variety of functions as needed throughout the library such as providing reference or circulation services, searching interlibrary loan and phone requests, ordering and processing materials and assisting patrons;

Assists patrons with use of computers for searching database and Internet, word processing, fax and photocopier;

Enters patron data and prepares all library cards;

Checks orders and processes all new book and other media acquisitions;

Repairs damaged library materials;

Assists in weeding procedures;

Assists in maintaining shelf order;

Sends overdue notices;

Assists Library Board in writing grant proposals and administration of grants;

Assists in fundraising activities as needed;

Schedules and installs monthly library displays and assists with programs;

Designs and does artwork for posters and fliers for library programs;

Writes press releases and articles for local press;

Develops and supervises a multi-site materials acquisition system with consideration for work flow, economy and collection balance;

Proposes and expedites computer applications for reports, media releases, etc.;

Plans and recommends new types of services;

Assists in research for annual budget preparation;

Develops cooperative programs with other organizations and agencies;

Assumes authority and responsibility as delegated in the absence of the Library Director I;

Attends meetings, conferences and workshops.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of public library services; good knowledge of modern library organization, aims, policies and procedures; good knowledge of library administration including supervision; good knowledge of library collections; ability to carry out library policies; ability to plan and coordinate the work of others; ability to relate existing facilities and policies to user needs; ability to get along well with others and to participate effectively in the cultural and intellectual activities of the community; ability to express oneself clearly and concisely both orally and in writing; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgment; resourcefulness.

(over)

MINIMUM QUALIFICATIONS: Professional certification as a Public Librarian by the New York State Department of Education and two (2) years of professional library experience in a library of recognized standing, one (1) year of which must have been in a public library in an administrative or supervisory capacity. Experience must have been attained after either: receipt of the certification; or, receipt of a Master's degree from a library school recognized by the New York State Department of Education.

PROMOTION: One (1) year of permanent competitive class status as Librarian II.