

ASSISTANT LIBRARY DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility under the general direction of the Library Director for assigned phases of library administration and services. Serves as Assistant Library Director in a library serving a population of 50,000 to 250,000. Acts for the Library Director in her absence. Supervision may be exercised over the work and personnel of several library departments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directly oversees all phases of the library's automated systems including Technical Services, Circulation/Media and Business functions;
Plans and recommends new types of services;
Recommends policy to the Library Director;
Consults with department heads on administrative and technical library problems;
When so assigned, makes decisions concerning the organization and allocation of work to department heads;
Makes studies of operating procedures;
Assists in preparing preliminary budget estimates;
Participates in staff selection and in the development of the personnel program;
Keeps informed of professional developments;
Coordinates and supervises collection development and grant applications;
Attends professional meetings;
May supervise selection of library materials;
May review work performed by staff;
May conduct staff meetings;
May represent the library at community and group meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of library techniques; comprehensive knowledge of library administrative practices; ability to carry out library policies; 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; 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; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgment.

MINIMUM QUALIFICATIONS: Professional certification as a Public Librarian by the New York State Department of Education and six (6) years of professional library experience in a library of recognized standing, three (3) years of which must have been in a public library. 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 a Librarian III.