

## **ASSISTANT LIBRARY DIRECTOR III**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility under the general direction of the Library Director III for assigned phases of library administration and services. The work is almost entirely administrative and is performed in accordance with prescribed policy with considerable leeway allowed for the exercise of independent judgment and initiative. The incumbent acts for and on behalf of the Library Director as needed. Supervision may be exercised over the work and personnel of several library departments. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs administrative tasks to ensure the smooth and effective operations of library programs and delivery of services;  
Recommends policies and procedures to the Library Director based on studies and analyses of library operations;  
Develops, recommends and implements new programs and/or services;  
Researches, writes and submits grants for library programs and services;  
Consults with department heads on administrative and technical library problems;  
Represents the library at community and group meetings;  
Conducts staff meetings or staff training sessions;  
Keeps informed of professional developments and trends 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;  
Makes decisions concerning the organization and allocation of work to library staff;  
Acts for and on behalf of the Library Director III in his or her absence.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of library administration practices; thorough knowledge of current library organizations, procedures, policies, aims, initiatives and services; thorough knowledge of modern principles, practices, technology and trends of library science; thorough knowledge of the applications of computer technology to library operations; 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:**

1. Possession of a Master's Degree in Library Science (MLS), Master of Science in Information Science (MSIS) or other graduate library degree from a library school located within New York State which is registered by the State Education Department, or from a library school program which is accredited by the American Library Association and five (5) years of professional library experience in a library of recognized standing, three (3) years 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; and

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2. Possession of a valid New York State Librarian's Professional Certificate.

**PROMOTION:** One (1) year of permanent competitive class status as a Librarian III.

**SPECIAL REQUIREMENTS:** It shall be the responsibility of the appointing authority to ensure compliance with the New York State Board of Regents Commissioner's Regulations and any other New York State Education Department requirements for New York State public library personnel.