

LIBRARY DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS: This is a complex administrative and technical position responsible for directing a public library as well as the provision of library services. The work involves carrying out policies determined by the library Board of Trustees by establishing procedures and delegating duties and responsibilities. Generally, the size and staffing of the library will necessitate participation in professional and technical library routines. General and/or direct supervision is exercised over the work of all library personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Evaluates the effectiveness of the library's services in relation to the changing needs of the community;
Recommends necessary library services and personnel policies to the Board of Trustees;
Attends meetings of the board and administers their policies;
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;
Prepares preliminary budget estimates and may prepare a tentative budget for the Board;
Plans and installs new types of services;
Administers the expenditure of library funds, performs all bookkeeping, pays bills including payroll, prepares all tax forms, does all banking and collects information for the accountant as required;
Performs any and all professional and technical library routines including collection development, the selection of books and other media materials, weeding and general arrangement and appearance of the collection;
Attends meetings of local and professional groups and stays abreast of professional developments in the field;
Recommends appointments, transfers, promotions and dismissals;
Represents the library at community meetings;
Administers public relations programs;
Recommends repairs and alterations;
Supervises refuse and recycling;
Initiates and participates in special library programming;
May direct the maintenance of buildings and grounds.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of public library services; thorough knowledge of library materials; good knowledge of modern library organizations, aims, policies and procedures; good knowledge of library administration including supervision; skill in the performance of technical library tasks; ability to carry out library policies; ability to comprehend users needs quickly and accurately and to relate them to existing facilities and policies; ability to get along well with others and to participate in the cultural and intellectual activities of the community; tact and courtesy in dealing with staff and the public.

MINIMUM QUALIFICATIONS: Professional certification as a Public Librarian by the New York State Department of Education and three (3) years of professional library experience in a library of recognized standing, two (2) 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 degree from a library school recognized by the New York State Department of Education.