

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 work involves carrying out policies determined by the Library Board of Trustees, by establishing procedures and delegating duties and responsibilities. Participation in professional and technical library routines as well as other work related to operations of a library will vary according to staffing. General and/or direct supervision is exercised over the work of all library personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and evaluates the effectiveness of the library's services and programs in relation to the changing needs of the community;
Recommends necessary library services, personnel policies and policies and procedures for the operation of the library to the Board of Trustees;
Administers policies of the Board;
Develops the library budget and supervises the expenditure of library funds and the collection of library revenues and may write and administer grants;
Supervises the work and training of library personnel;
Plans and installs new types of services;
Administers and/or performs any and all professional and technical library functions including the purchase and selection of books and other media materials;
Recommends appointments, transfers, promotions, dismissals and staffing patterns of personnel;
Performs on-line database searches and search training;
Represents the library at community and group meetings;
Recommends and administers public relations programs;
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 and trends through attendance at and participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
Supervises the maintenance of library property and recommends repairs, alterations and new construction.

FULL PERFORMANCE KNOWLEGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of library administration practices; thorough knowledge of current principles, practices, technology and trends in public library sciences; thorough knowledge of library collections; thorough knowledge of current library organizations, procedures, policies, aims, initiatives and services; thorough knowledge of the applications of 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 and coordinate the work of others; ability to exercise leadership and motivate others; ability to read and comprehend library research; ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly; ability to express oneself clearly and concisely both orally and in writing to groups and individuals; 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.

(over)

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, 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 degree from a library school recognized by the New York State Department of Education; and
2. Possession of a valid New York State Librarian's Professional Certificate.

SPECIAL REQUIREMENT: 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.