

LIBRARY DIRECTOR III

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is chief administrator in the library. The work involves carrying out policies determined by the Library Board of Trustees by establishing procedures and delegating duties and responsibilities. This position differs from that of a Library Director II in that this position will rarely have librarian duties and will concentrate on planning, organizing, budgeting, staffing, communicating and performing other administrative duties. General and/or direct supervision is exercised over the work of subordinate supervisors, including professional and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Develops and evaluates the effectiveness of the library's services in relation to the changing needs of the community;

Recommends necessary library services and personnel policies and policies and procedures for the operation of the library to the Board of Trustees;

Administers grants and may identify and secure other grant funding and additional revenue sources;

Administers policies of the Board;

Develops the library budget and supervises the expenditure of library funds and the collection of library revenues;

Plans and installs new types of services;

Administers and/or performs any and all professional and technical library functions including the selection of books and other media materials;

Supervises the work of library unit heads and administers personnel policies;

Recommends appointments, transfers, promotions, dismissals and staffing patterns of personnel;

Prepares and/or reviews performance evaluation of staff members;

Conducts staff meetings;

Represents the library at community and group meetings and before government agencies;

Recommends and/or administers public relations programs;

Keeps informed of professional developments and trends through 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 KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of library administration practices; comprehensive knowledge of current principles, practices, technology and trends in public library sciences; comprehensive knowledge of current library organizations, procedures, policies, aims, initiatives and services; thorough knowledge of the applications of computer technology to library operations; good knowledge of library collections; ability to carry out library policies and procedures; ability to plan and coordinate the work of others; ability to exercise leadership and motivate others; ability to train and supervise library staff; ability to relate users needs to existing facilities and policies; 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 to groups and individuals; initiative in making constructive suggestions for improvements in services and collections; 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 six (6) years of professional library experience in a library of recognized standing, five (5) 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
2. Possession of a valid New York State Librarian's Professional Certificate.

PROMOTION: One (1) year of permanent competitive class status as an Assistant Library Director 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.