

LIBRARY DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Library Board of Trustees, an incumbent of this position has overall charge of a library and is also a major provider of professional library services. This may be the only professional position in the library. Supervision is exercised over other library personnel. Work involves carrying out board policy as determined by the Library Board. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Plans and implements library programs for patrons of all ages;

Develops the library budget and may administer grants;

Administers the expenditures of library funds and the collection of library revenues;

Develops long range plans for library service development, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community;

Recommends new services, policies, and personnel actions to the Board of Trustees for approval;

Supervises the work of library employees;

Administers personnel policies, prepares and/or reviews performance evaluations of staff members, hires support staff;

Conducts staff meetings;

Prepares state, local, and other statistical or narrative reports as needed or required;

Consults with Library System staff in developing, providing, and promoting library services;

Performs collection development by choosing library materials in appropriate formats;

Provides reference and reader's advisory services and instruction to library users;

Performs original cataloging and classification and record editing;

Performs on-line database searches and search training;

Administers the purchase of library materials;

Designs and produces public relations and library instruction materials;

Represents the library before government agencies and community groups in seeking financial resources for the library;

EXAMPLES OF WORK: (continued)

Supervises the maintenance of library property and recommends repairs, alterations and new construction;

Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the theories, procedures, materials and sources of library science; good knowledge of library organizations, procedures, policies, aims and services; good knowledge of the applications of computer technology to library operations; good knowledge of library materials and collection development issues; good knowledge of on-line database systems; ability to formulate questions, analyze problems, and carry out decision making process; ability to carry out library policies and procedures; 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 read and comprehend library literature and research studies; ability to exercise leadership and motivate others; ability to evaluate situations, meet people easily and participate effectively with community organizations; ability to express oneself clearly and concisely both orally and in writing to groups and individuals; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgment; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree* in Library Science from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices and 2 years of professional library experience.

SPECIAL REQUIREMENT: Possession of a New York State Public Librarians professional certificate.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

Towns, Villages
Cities of Rye & Peekskill
J.C.: Competitive
1d

Job Class Code: 0219