

LIBRARY DIRECTOR III

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is chief administrator in the Library. The work involves carrying out broad policy as determined by the Library Board of Trustees. Supervision is exercised over the work of subordinate supervisors, including professional and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and supervises the budgeting and expenditure of Library funds and the collection of library revenues;

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

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

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

Reviews and/or develops policies for the operation of the library;

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

Reviews and/or develops new procedures for library services;

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

Conducts staff meetings;

Recommends and administers policies on the purchase of library materials;

Recommends and/or administers public relations programs;

Coordinates library program operations with municipal departments support services in areas such as personnel, legal, financial, public works and data processing;

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 professional materials.

LIBRARY DIRECTOR III, cont.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of library administration practices;

Comprehensive knowledge of modern library organizations, procedures, policies, aims and services;

Comprehensive knowledge of modern principles and practices of library science;

Thorough knowledge of applications of computer technology to library operations;

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 evaluate situations, meet people easily, and work effectively with other community groups or government agencies;

Ability to read and comprehend library research;

Ability to express ideas clearly and effectively both orally and in writing to groups and individuals.

MINIMUM QUALIFICATIONS:

A Master's Degree in Librarianship 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 6 or more years of satisfactory professional library experience, 2 or more years of which must have been in an administrative capacity.

(Some universities have renamed their programs and no longer designate the degree as an MLS. Contact the New York State Library's Division of Library Development for assistance.)

(and)

SPECIAL REQUIREMENT: Eligibility for a New York State public librarian's professional certificate at the time of application. Possession of certificate at time of appointment.

LIBRARY DIRECTOR III, cont.

SPECIAL REQUIREMENT:

- 1) Incumbents in this position are required by the County Legislature to reside within the County of Broome at all times during their employment in the title.
- 2) Possession of a New York State Public Librarian's Professional Certificate.

*Administrative Capacity is defined as spending the entire work week planning, organizing, budgeting/allocating funds, staffing, and communicating.

Neither the Broome County Chart nor Administrative Code references minimum qualifications for this position;

However, minimum qualifications are in accordance with New York State Education Department Division of Library Development.

Jurisdictional Classification: Competitive

R850 04/23/02