

LIBRARY DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS: 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. Works under the general supervision of the Library Board of Trustees. 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 do grant administration;
- 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;
- 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 readers's advisory services and instruction to library users;
- Performs original cataloging and classification and record editing;
- Administers the purchase of library materials;
- Designs and produces public relations and library instruction materials;
- Represents the library before governmental agencies and community groups in seeking financial resources for the library;
- 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.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

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 train and supervise library staff; Ability to plan and coordinate the work of others; Ability to read and comprehend library literature and research studies; Ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly; Ability to express ideas clearly and effectively both orally and in writing to groups and individuals; Ability to establish effective working relationships with community organizations; Tact and courtesy in dealing with staff and public.

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 2 years of professional library experience. *Professional Library Experience is only experience in a library gained after the candidate received his/her Master in Librarianship Degree*

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

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.

SUBJECT OF EXAMINATION:

There will be no written or oral test for this examination. The training and experience of candidates will be evaluated against the general background of the positions. You must first fill out an application and return it to this department on or before the final filing date. If you meet the minimum qualifications we will send you a questionnaire which will request detailed information regarding your training and experience. You must complete this questionnaire and return it by the date specified. It is essential that you give complete and accurate information on the application form and on the training and experience questionnaire. You will not receive credit for vague or inaccurate information.

Breadth of Non-Library Science Education-On the questionnaire you will be required to provide information on all courses you claim for credit in the category of Breadth of Non-Library Science Education. Please provide course descriptions for all such courses claimed for credit.

Adopted 02/03/77 Revised 1/17/12