

ASSISTANT LIBRARY DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility, under the general direction of the Library Director, for assigned phases of library administration and services. Work is performed in accordance with prescribed policy with considerable leeway allowed for the exercise of independent judgement and initiative. Acts for the Library Director when delegated to do so. Supervision is exercised over the work and personnel of library service units and/or departments. Does related work as required.

TYPICAL WORK ACTIVITIES:

Recommends policies and procedures to the Library Director;
Conducts studies and analysis of library operations and makes recommendations;
Consults with department heads on administrative and technical library problems;
May participate in or supervise the selection of library materials;
Represents the library at community and group meetings;
May conduct staff meetings;
Keeps informed of professional developments and attends professional meetings;
Develops, recommends and implements new programs and/or services;
Prepares state, local and other reports as required;
Participates in preparation of departmental budget;
Participates in recruitment, selection, appointment, training and evaluation of employees;
When so assigned, makes decisions concerning the organization and allocation of work to staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of library administration practices;
Thorough knowledge of modern library organizations, procedures, policies, aims and services;
Thorough knowledge of modern principles and practices of library science;
Thorough knowledge of the applications of computer technology to library operations;
Ability to carry out library policies;
Ability to train and supervise library staff;
Ability to plan, and coordinate the work of others;
Ability to express ideas clearly and effectively, both orally and in writing;
Ability to read and comprehend written material;
Ability to comprehend users' needs quickly and accurately;
Ability to exercise leadership and motivate others;
Ability to evaluate situations, meet people easily and participate in the cultural and intellectual activities of the community.

MINIMUM QUALIFICATIONS:

A Master's Degree in Library Science from a library school that is accredited by the American Library Association or registered by the New York State Education Department; and three years of satisfactory professional library experience in a library of recognized standing, one year of which must have been in an administrative capacity.

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

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.

As published in New York State Library Association Typical Class Specifications for Civil Service Position in Public Libraries, 1994