

## ASSISTANT LIBRARY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility, under the general direction of the Library Director II, 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 judgment and initiative. As with the Library Director II this position involves professional librarian activities as well as administration. Acts for the Library Director when delegated to do so. Supervision is exercised over the work and personnel of library functional units. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and recommends new types of services;  
Recommends policy to the Library Director;  
Makes studies of operating procedures;  
Selects books and library materials;  
Coordinates the young people's services;  
Coordinates the volunteer program;  
Assists at public reference desk;  
Assists in preparing preliminary budget estimates;  
Participates in staff selection;  
Reviews work performed by staff;  
Conducts staff meetings;  
Attends professional meetings;  
Acts as Director in her absence.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of library techniques; good knowledge of library administrative practices; good knowledge of library automation systems; ability to carry out library policies;

ability to comprehend users' needs; ability to train and supervise the 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 participate effectively in the cultural and intellectual activities of the community; ability to express oneself clearly and concisely both orally and in writing; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

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 three (3) years of satisfactory professional library experience.

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

Competitive

Revised 2/24/95