

ASSISTANT LIBRARY DIRECTOR II

(Revised: September 21, 1989)

Competitive

DISTINGUISHING FEATURES OF THE CLASS This is an administrative position involving responsibility for assigned phases of library administration and services in a library serving a population of 50,000 to 250,000. The work is performed under general direction of the Library Director with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the work. Supervision may be exercised over the work of subordinates in several library departments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and recommends new types of services;
Recommends policy to the Library Director;
Consults with department heads on administrative and technical library problems;
When so assigned, makes decisions concerning the organization and allocation of work to department heads;
Makes studies of operating procedures;
May supervise book selection;
Assists in preparing preliminary budget estimates;
Participates in staff selection and in the development of the personnel program;
May review work performed by librarians and other personnel;
May conduct staff meetings;
Keeps informed of developments in the profession;
Attends professional meetings;
May represent the library at community and group meetings;
May work with library computer applications.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Good knowledge of library techniques; comprehensive knowledge of library administrative practices; basic knowledge of library computer applications; ability to carry out library policies; ability to comprehend readers' needs quickly and accurately; ability to train and supervise the library staff; ability to plan, lay out and coordinate the work of others; ability to evaluate situations, meet people easily and to 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 book collections; tact; courtesy; sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A Master's Degree in Library Science from a college, university or a library school accredited by the American Library Association or registered by the New York State Education Department; possession of a New York State Professional Librarian's Certificate; and four (4) years of experience and/or training in a recognized library and/or library school acquired after the issuance of the Professional Librarian's Certificate.