

Jurisdictional Class: Competitive
Adopted: March 13, 1992
Revised: May 28, 2010

LIBRARY DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for all library functions. The work involves carrying out broad policy as determined by the library board. Direct supervision is exercised over the work of other library personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Evaluates the effectiveness of the library's services in relation to the changing needs of the community;
Recommends necessary library services to the board;
Recommends and administers personnel policies;
Prepares preliminary budget estimates;
Submits a budget to the library board;
Plans the installation of new types of services;
Directs and supervises the expenditures of library funds;
Represents the library at community and group meetings;
Recommends and administers public relations programs;
Recommends and administers policies on the purchase of library materials;
Attends professional meetings;
Conducts staff meetings;
Recommends appointments, transfers, promotions, and dismissals;
Keeps informed of professional developments;
Devises and corrects the work of professional and nonprofessional personnel;
May perform original cataloging and classifying;
Selects materials for acquisition;
Performs difficult and involved informational, reference, and referral services;
Compiles booklists and bibliographies;
Supervises the maintenance of buildings and grounds;
Recommends repairs, alterations, and new construction.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of library techniques;
Good knowledge of library administrative practices;
Good knowledge of library materials;
Ability to carry out library policies;
Ability to comprehend users' needs quickly and accurately;
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 from improvements in services and collections;
Good judgment.

Library Director II

MINIMUM QUALIFICATIONS: Possession of a Master's Degree in Library Science from a college, university, or library school accredited by the American Library Association or registered by the New York State Education Department, possession of a New York State Public Librarian's Professional Certificate, and four (4) years of satisfactory professional library experience in a library of recognized standing.