LIBRARY DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position has overall charge of a library while also taking an active part in the provision of professional library services. The position includes supervision of professional and clerical staff as well as time spent in professional library service activities. Work involves carrying out broad policy as determined by the Library Board of Trustees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)
Develops the library budget and may do grant administration;
Supervises the expenditures of library funds and the collection of library revenues;
Develops and evaluates plans for library service development, evaluating the effectiveness of the library’s services and programs in relation to the changing needs of the community;
Reviews and/or develops policies and procedures for the operation of the library;
Supervises the work and training of library personnel;
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;
Administers the purchase and selection of library materials;
Provides reference and reader’s advisory services and instruction to library users;
Performs original cataloging and classification and record editing;
Performs on-line database searches and search training;
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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:
Thorough knowledge modern principles and practices library science; Thorough knowledge of library organizations, procedures, policies, aims and services; Thorough knowledge of the applications of computer technology to library operations; Thorough knowledge of library materials and collection development issues; Thorough 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 exercise leadership and motivate others; 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 3-4 years of professional library experience. AND**

**SPECIAL REQUIREMENT:** Eligibility for a New York State public librarian’s professional certificate at the time of application. Possession of certificate at the time of appointment.

**(Some universities have renamed their programs and no longer designate the degree as an MLS. Contact the New York State Library’s Division of Library Development for assistance.)

GREENE COUNTY—COMPETITIVE
CSC ACT: 5/26/11