

LIBRARY DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in 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. A Library Director II does related work as required.

TYPICAL WORK ACTIVITIES:

- Develops the library budget and supervises the expenditures of library funds and the collection of library revenues and may do grant administration;
- Develops and evaluates plans for library services, 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;
- Recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel;
- 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;
- Administers the purchase and selection of library materials;
- Performs on-line database searches and search training;
- Provides reference and reader's advisory services to library users;
- Recommends and administers public relations programs;
- Coordinates library program operations with municipal departments providing support services in areas such as personnel, legal, financial, public works and data processing;
- Keeps informed of professional developments through attendance at and participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

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 the applications of computer technology to library operations; thorough knowledge of modern principles and practices of library science; thorough knowledge of library materials and collection development issues; ability to carry out library policies and procedures; ability to train and supervise library staff; ability to plan and coordinate the work of others; ability to exercise leadership and motivate others; ability to read and comprehend library research; ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly; ability to establish effective working relationships with community organizations; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; physical condition sufficient to perform the essential functions 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 5 years of professional library experience, one year of which must be supervisory or administrative.

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 and maintenance through out employment.

NOTE: 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.

CATTARAUGUS COUNTY CIVIL SERVICE

Adopted: 1/22/2016