

DEPARTMENT: NORTH TONAWANDA LIBRARY
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 1, 2013

LIBRARY DIRECTOR III (North Tonawanda)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is chief administrator in the library. The work involves carrying out broad policy as determined by the Library Board of Trustees. Supervision is exercised over the work of subordinate supervisors, including professional and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Develops the library budget and supervises the expenditure of library funds and the collection of library revenues;
2. 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;
3. Supervises the work of library unit heads and administers personnel policies;
4. Recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel;
5. Reviews and/or develops policies for the operation of the library;
6. Represents the library before governmental agencies and community groups in seeking financial resources for the library;
7. Reviews and/or develops new procedures for library services;
8. Administers personnel policies, prepares and/or reviews performance evaluations of staff members;
9. Conducts staff meetings;
10. Recommends and administers policies on the purchase of library materials;
11. Recommends and/or administers public relations programs;
12. Supervises the maintenance of library property and recommends repairs, alterations and new construction;
13. Keeps informed of professional developments through participation in professional organizations, meetings, workshops, continuing education courses and professional materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of library administration practices; comprehensive knowledge of modern library organizations, procedures, policies, aims and services; comprehensive knowledge of modern principles and practices of library science; thorough knowledge of applications of technology to library operations; 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 evaluate situations, meet people easily and work effectively with other community groups or government agencies; ability to read and comprehend library research; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A Master's degree in Librarianship, Library Science (MLS), or Library and Information Studies (MLIS) from a program accredited by the American Library Association and six (6) years of satisfactory professional library experience, two (2) of which must have been in an administrative capacity.

SPECIAL REQUIREMENT:

Eligibility for a New York State Public Librarian's professional certificate at the time of application and possession of certificate at time of appointment.