

ASSISTANT LIBRARY DIRECTOR II

GENERAL STATEMENT OF DUTIES:

Serves as Assistant Library Director in a library serving a population of 50,000 to 250,000; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

This position involves responsibility under the general direction of the Library Director for assigned phases of library administration and services. Acts for the Library Director in his absence. Supervision may be exercised over the work and personnel of several library departments.

EXAMPLES OF WORK: (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 selection of library materials; Assists in preparing preliminary budget estimates; Participates in staff selection and in the development of the personnel program;

May review work performed by staff; May conduct staff meetings; May represent the library at community and group meetings; Keeps informed of professional developments;

Attends professional meetings.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Good knowledge of library

techniques; comprehensive knowledge of library administrative practices;

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 for improvements in services and collections; tact; courtesy;

good judgment; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

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 4 years of satisfactory professional library experience, subsequent to obtaining an MLS Degree, one year of which must have been in an administrative or supervisory capacity.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for a New York State public librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment.