Herkimer County

LIBRARY DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position has overall charge of a library and is also a major provider of professional library services. This may be the only professional position in the library. Supervision is exercised over other library personnel. Works under the general supervision of the Library Board of Trustees. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and implements library programs for patrons of all ages;
Develops the library budget and may do grant administration;
Administers the expenditures of library funds and the collection of library revenues;
Develops long range plans for library service development, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community;
Recommends new services, policies, and personnel actions to the Board of Trustees for approval;
Supervises the work of library employees;
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;
Consults with Library System staff in developing, providing, and promoting library services;
Performs collection development by choosing library materials in appropriate formats;
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;
Administers the purchase of library materials;
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 CHARACTERISTICS:

Good knowledge of the theories, procedures, materials and sources of library science; good knowledge of library organizations, procedures, policies, aims and services; good knowledge of the applications of computer technology to library operations; good knowledge of library materials and collection development issues; good 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 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

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

Competitive Class
Amended March 20, 2006