

LIBRARY DIRECTOR II

Steuben County Civil Service

Competitive Class

In the Hornell Public Library

Adopted by Steuben County on 01/11/2010

Revision authorized by Personnel Officer Nathan A. Alderman on 07/14/2021

DISTINGUISHING FEATURES OF THE CLASS

This is an administrative position involving responsibility for all library functions. The incumbent has overall charge of a library and is also a major provider of professional library services. The work involves carrying out broad policy as determined by the Library Board of Trustees. Direct supervision is exercised over the work of other library personnel. Work is performed under the general supervision of the Library Board of Trustees. Does related work as required.

TYPICAL WORK ACTIVITIES

- Plans and implements library programs for patrons of all ages;
- In conjunction with the Library Board of Trustees, develops, implements, and reviews the library budget;
- Directs and supervises the expenditures of library funds;
- Develops long range plans for library service development;
- Evaluates the effectiveness of the library's services 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;
- Selects and orders library materials/supplies;
- Performs original cataloging and classifying;
- Supervises the maintenance of library buildings and grounds;
- Attends all Board of Trustees meetings;
- Represents the library before governmental agencies and community groups in seeking financial resources for the library;
- Prepares state, local, and other statistical reports as needed or required;
- Represents the library at community and group meetings; and
- Other related duties and responsibilities as may be assigned.



LIBRARY DIRECTOR II

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

1. Thorough knowledge of library administrative practices;
2. Thorough knowledge of modern library organizations, procedures, policies, aims, and services;
3. Thorough knowledge of the applications of computer technology to library operations;
4. Thorough knowledge of modern principles and practices of library science;
5. Thorough knowledge of library materials and collection development issues;
6. Ability to carry out library policies and procedures;
7. Ability to train and supervise the library staff;
8. Ability to plan and coordinate the work of others;
9. Ability to exercise leadership and motivate others;
10. Ability to read and comprehend library research;
11. Ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly;
12. Ability to express ideas clearly and effectively both orally and in writing;
13. Ability to evaluate situations, meet people easily and to participate effectively in the cultural and intellectual activities of the community;
14. Initiative in making constructive suggestions for improvements in services and book collections;
15. Tact;
16. Courtesy;
17. Good judgment;
18. Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

A Master's Degree in Librarianship, Library Science, or closely-related field 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.

SPECIAL REQUIREMENT(S)

Possession of a New York State public librarian's professional certificate is required at time of appointment and must be maintained on a continuous basis throughout the term of appointment.
