

ASSISTANT LIBRARY DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility of assisting the Library Director I in assigned phases of library administration and services. The work is performed under the general direction of the Library Director I. The incumbent is responsible for acting for the Director when delegated. Work is performed in accordance with prescribed policy allowing for considerable leeway for the exercise of independent judgment and initiative. Supervision is exercised over the work of others. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Recommends policies and procedures to the Library Director I;

Conducts studies and analysis of library operations;

Plans and recommends new types of programs and/or services;

Develops grants for library programs and services;

Participates and/or supervises the selection of library materials;

Provides reference and reader's advisory services to library users;

Instructs library users on the best use of library resources;

Conducts staff training meetings;

Represents the library at community or group meetings;

Keeps informed of professional developments by participating in training and workshops, educational courses, and reading professional material;

Participates in preparing the annual budget;

Prepares required state, local and other statistical or narrative reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of library science; good knowledge of library administrative practices; good knowledge of library materials; good knowledge of computer technology to library operations; ability to participate effectively in the cultural and intellectual activities of the community; ability to carry out library policies; ability to comprehend users needs quickly and accurately; ability to prepare written material; ability to train and supervise others; ability to communicate clearly both orally and in writing; initiative in making constructive suggestions for improvements in services and collections; tact and courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in Library Science and one year of professional full-time, or its' part-time equivalent, experience in a library of recognized standing.

Special Requirement: Possession of a New York State Public Librarian's professional certificate at time of appointment.

ULSTER COUNTY
0415 AST LIB DI
Classification: Competitive
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Adopted: April 17, 2002
Revised: April 6, 2009