

LIBRARY COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is a professional position, involving responsibility for overseeing all library functions in a library. This involves administrative and technical work in which the incumbent carries out broad policy as determined by the library board. This position differs from that of a Library Director I in that a Library Director I has two years of post Master's degree experience, whereas this title requires only the Master's degree and certification. Work is performed under the general direction of the library board. Supervision is exercised over the work of all library staff. 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.

Supervises and participates in all technical and non-technical library activities;

Evaluates the effectiveness of the library's service in relation to the changing need of the community;

Recommends necessary library services to the board;

Recommends and administers personnel policies;

Prepares preliminary budget estimates;

Submits a budget to the board;

Directs and supervises the expenditure of library funds;

Represents the library at community and group meetings;

Recommends and administers public relations programs;

Recommends and administers policies on the purchase of library materials;

Attends professional meetings and workshops;

Conducts staff meetings;

Recommends appointments, transfers, promotions and dismissals;

Keeps informed of professional developments;

Directs the maintenance of buildings and grounds;

Recommends repairs, alterations and new construction;

Performs original cataloging and classifying;

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Performs informational, reference and referral services;

Compiles booklists and bibliographies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of library techniques; good knowledge of library administrative practices; good knowledge of library materials; 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 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 Master's degree in Library Science, Information and Library Services, or a closely related field.

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

ULSTER COUNTY
4055 LIB COORD
Classification: Competitive
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Adopted: October 29, 2008